

Ideation Lab and Discussion Room Booking Policy

As part of Nalanda – Library & Information Centre (LIC) facilities at IIM Kozhikode, **Ideation Labs / Discussion Rooms** are available for students, faculty, and staff for group discussions, collaborative study, and academic brainstorming sessions. These rooms aim to foster innovation, academic collaboration, and idea sharing among IIMK community members.

1. Room Availability

- **Total Rooms:** 05 (03 Discussion Rooms + 02 Ideation Labs)
- **Capacity per Room:** Minimum 3 and maximum 6 persons

2. Booking Process

- **Booking Mode:** Users can book the rooms online through the online booking portal link, which is available on Intranet.

Intranet Portal >>  Room/Facility >>  New Request

- **Advance Booking Requirement:** Minimum 6 hours prior to the scheduled time.
- **Approval Timing:** Only during Nalanda LIC business hours.
- **Special Requests:** For single occupancy (e.g., interviews or one-on-one meetings), email your request to librarian@iimk.ac.in and cc: library@iimk.ac.in for special permission.

3. Usage Guidelines

3.1 Eligibility and Purpose

- Rooms are allotted **only for academic and collaborative purposes**.
- Minimum group size: **3 members**
- Maximum group size: **6 members**
- The **purpose must be clearly mentioned** (no abbreviations or vague terms).
- Individual use is permitted **only with prior approval**.

3.2 User Responsibilities

- Provide **full details** of all group members:
 - Name
 - Roll Number
 - Email ID
 - Mobile Number
- **Cancel booking** at least 30 minutes in advance.
- If a room is not occupied **within 15 minutes** of the scheduled time, it may be reallocated to a waitlisted group.

3.3 Restrictions & Conduct

- Bags are **not allowed** inside the room; use the **Library property counter**.
- **Smoking, eating, sleeping, and loud talking** are strictly prohibited.
- **No furniture movement** in or out of the room is permitted.
- Use of the rooms requires **prior approval** via the online system.
- **Advance booking is permitted for a maximum duration of five (5) days.**
- Turn off all **lights and air conditioning** after use.
- Users must sign the respective register at the **LIC security counter** after the session.
- **Damaged items must be replaced** with the exact specification along with any applicable fine.

3.4 Penalties

Groups that fail to honor **two consecutive bookings** without prior cancellation shall be barred from making further reservations for a period of **ten (10) days**.

4. Room Occupancy

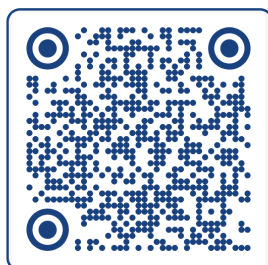
- Users are required to present the approved booking request along with **ID card** to the security personnel at the Nalanda entrance.



- Details of all occupants must be entered in the register maintained at the Nalanda entrance.

5. Special Notes

- Users are requested to be **mindful and respectful** of shared academic spaces.
- Compliance with these rules ensures fair access and smooth functioning of the facility.



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Request online : <http://intranet.iimk.ac.in/Login.aspx?facility=yes>