

SPINNING DISC Booking protocol

TO DO

- Please plan and apply for slots** (in the same booking portal as now) **based on the -2 week's deadline** (explained below).
- Approval for these **will not be sequential**. All applications for a given week will be evaluated together and all labs accommodated to the best possible extent.
- Approved bookings of a week will be visible at one go on the -2 week's Monday noon.
- Once approved, **in case you change your plan –cancel the booking**
- During any week or coming week – if free slots/cancelled slots **are available** – you may also apply. *Approval will be sequential for such slots.*

EXPLANATION:

- For any **particular week's** booking - students must apply for slots 2+ weeks in advance. Booking will open 1 month in advance. Mention any constraints.
- However - Approval of slots for any whole week will be given on the Monday that precedes the week by 2 weeks after evaluating all applications together – see image below

Yellow : Week (say 22-26 Jan) for which Booking is being applied for

Pink : window in which you can apply- (starts from 22nd Feb here)

Red circle : Monday (8th Jan here) on which all applications for 22-26 Jan week made till 7th Jan will be evaluated and the first “distribution” of slots will be done based on maximum usage by maximum labs. Approvals (booking) will show up on the booking calendar.

If still free slots remain (or some are cancelled) for the 22-26 Jan week, for example,- they can be still applied for and will be approved on a first come first served basis.

Important : If approved slots are not used and also not cancelled, there will be penalty in form of reduced preference of approval of following weeks.



We are testing this system – hence if you have any query or feedback – write to bidisha.sinha@iiserkol.ac.in.