



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
East Delhi Campus, Surajmal Vihar
Delhi - 110092

GENERAL ADMINISTRATION BRANCH

F.No. IPU/E/GA/017/2022/EDC (GA)/015

Dated: 11.05.2023

Circular

Subject: Guidelines for booking of Auditorium, Seminar Halls, Conference Halls, etc. in Dwarka and East Delhi Campus of the University.

As approved in the 79th meeting of the Board of Management, the guidelines alongwith the booking form for booking of Auditorium, Seminar Halls, Conference Halls, etc. in Dwarka as well as East Delhi Campus are enclosed herewith for information and circulation.

This issues with the approval of the Competent Authority.


(Sunita Shiva)
Registrar

Copy for information to:

1. All Deans, GGSIPU
2. All Directors, GGSIPU
3. Controller of Finance, GGSIPU
4. Controller of Examinations, GGSIPU
5. Chief Warden, GGSIPU
6. Proctor, GGSIPU
7. Advisor, UWD
8. In-charge, UIRC, GGSIPU
9. All Dy. Registrars/Assistant Registrars, GGSIPU
10. All Branch Heads, GGSIPU
11. EE, UWD
12. In-charge, UITS with a request to upload the guidelines on the University website
13. AR to Hon'ble Vice Chancellor
14. AR to Registrar
15. Guard File


(Dr. Pankaj Agrawal)
Deputy Registrar



Guru Gobind Singh Indraprastha University

Surajmal Vihar, Delhi -110092

General Administration Branch

Guidelines for Booking /Usage of Auditorium, Seminar Halls & Conference Halls of the University at Dwarka & Surajmal Vihar Campus

I. Usage of Auditorium, Seminar Halls & Conference Halls:

1. The Auditorium, Seminar Halls & Conference Halls are to be used for the academic/administrative activities/functions/programs like cultural & co-curricular activities; guest lecturers; conferences; seminars; symposiums; workshops; faculty development programs; continuous education programs; and other related activities
2. Food/Catering & extra tentage (if required) is allowed outside the Auditorium, Seminar Hall & Conference Hall only at the earmarked place after the approval of Competent Authority of the University

II. Tariffs for GGSIP University, East Delhi Campus at Surajmal Vihar, Delhi-110092

S. N.	Facilities Provided	Qty	Capacity (persons)	Charges for each facility item per session (Morning or Evening)			
				Charges for Govt.	Charges for PSU/Autonomous bodies	Charges for Pvt.	Extra Hours
1	Auditorium with PA System	1	625	50,000/-	1,00,000/-	2,00,000/-	10,000/-
2	Seminar Hall with interactive panels 1 st Floor	3	35	5,000/-	15,000/-	20,000/-	1,000/-
3	Interaction Room with Interactive Panels 2 nd Floor	5	20	5,000/-	7,000/-	10,000/-	1,000/-
4	Mini Conference Hall 3 rd Floor	1	45	10,000/-	15,000/-	20,000/-	1,000/-
5	Hall (Gathering Space) 4 th Floor	1	50	5,000/-	10,000/-	15,000/-	500/-
6	VIP Lounge with attached Toilet (Per shift) - Ground Floor	1	6	2,000/-	3,000/-	5,000/-	500/-
7	Cafeteria Ground Floor	1	50	5,000/-	10,000/-	15,000/-	500/-
8	One Green Room with two changing rooms	2	8	2,000/-	5,000/-	7,000/-	500/-

III. Tariffs for GGSIP University, Dwarka Campus at Sector 16C, Dwarka, New Delhi-110078

S. N.	Facilities Provided	Qty	Capacity (persons)	Charges for each facility item per session (Morning or Evening)			
				Charges for Govt.	Charges for PSU/Autonomous	Charges for Pvt.	Extra Hours
1	Auditorium with PA System	1	700	1,00,000/-	2,00,000/-	2,50,000/-	10,000/-
2	Board Room	1	90	12,000/-	15,000/-	20,000/-	1,000/-
3	VIP Lounge with attached Toilet (Per shift)	1	6	5,000/-	10,000/-	15,000/-	1,000/-
4	Cafeteria (Ground Floor)	1	200	10,000/-	15,000/-	20,000/-	1,000/-
5	Amphi Theatre	1	400	25,000/-	30,000/-	50,000/-	5,000/-

Approved in 79th meeting of the Board of Management

IV Other details :-

1.	Security Charges @ 50% of the total hire charges plus 18% GST as applicable from time to time on the total hire charges.
2.	Payment in respect of Hire Charges, Security Deposit & GST for booking of facility will be deposited through online payment in University account.
3.	Morning Session will be from 9.00 am to 3.00 pm and evening Session from 4.00 pm to 10.00 pm
4.	For Commercial activity 20% extra amount to be paid on normal rates.
5.	Functions such as marriage, birthday, anniversary, etc. are not allowed.

V. Procedure for Booking:

- i) For University Programme booking will be through: Dean/Director/Branch Head & application be sent to DR (GA) of the concerned campus.
- ii) For Affiliated Institute Programme booking will be through: Director/Principal & application be sent to DR (GA) of the concerned campus.
- iii) Other than GGSIP University Institutions: Request should be forwarded by the Dean/ Director/ Principal or directly, addressed to the Registrar of the University.
 - 1. An applicant should submit the duly filled and completed application form for the booking of Auditorium, Seminar Halls & Conference Halls, preferably at least 2 weeks in advance from the date of programme.
 - 2. For student activity, police permission is essential with the request of booking for Auditorium, Seminar Halls & Conference Halls, etc.
 - 3. Booking will be confirmed only on the receipt of duly filled booking form at least two weeks in advance, along with requisite Rent & Security deposit as per applicable rates, subject to availability.
 - 4. The booking of the Auditorium, Seminar Halls & Conference Halls will be provisional, in case of emergent condition when there is any function of University to be organized, the booking will stand cancelled without giving any reason.
 - 5. Once the booking is confirmed then change of venue is at the discretion of the University subject to availability.
 - 6. After confirming the availability of the Auditorium, Seminar Halls & Conference Halls, the applicant cannot shift or sublet the Auditorium, Seminar Halls & Conference Halls to the other.
 - 7. A written application be submitted to GA Branch for cancellation of booking. Cancellation charges of the booking are as under:

1.	Less than 7 days	No refund will be given to the applicant
2.	Between 7-14 days	20% of the total booking charges
3.	Between 15-27 days	10% of the total booking charges
4.	Before 30 days	Full refund

- 8. Competent Authority of the University has full discretion for allowing the Booking of Auditorium, Seminar Halls & Conference Halls on free of cost considering the merit of the case, if required.

VI. Responsibility of the applicant/user:

- 1. The concerned department has to arrange their own computers/laptops for Auditorium, Seminar Halls & Conference Halls.
- 2. After handing over the Auditorium, Seminar Halls & Conference Halls with furniture/fixture/PA system, no manpower will be provided except one operator.
- 3. Smoking & Alcohol are not allowed inside and around the Auditorium, Seminar Halls & Conference Halls.
- 4. No Decoration is allowed on wooden paneling inside the Auditorium, Seminar Halls & Conference Halls.
- 5. No food articles / beverages are allowed inside the Auditorium, Seminar Halls & Conference Halls and inside the Control Room. If any person found with eatable items, penalty of Rs. 1,000/- or more will be imposed, as the case may be, on the booking applicant.
- 6. No amendments/changes and alterations are allowed/permitted in the existing infrastructural facilities.

7. Applicant must ensure that they are receiving the Assets/Equipments in good working condition as per their requirement for the events/programmes. Due diligence should be taken while handling Assets/Property/Equipments issued for the events/programmes. Booking applicant who takes charge for any of the listed property for any event/programme will be responsible for any mishandling/loss of the property.
8. Applicant must ensure that Assets/Equipments should be handed over in good condition, after the completion of programmes/events. No additional PA system, music system, stage lights are allowed to be installed. However, if required, as per programme, the required additional systems are to be arranged by the booking applicant but only after the technical clearance from UWD engineers & Auditorium control room operator. The connection of the additional equipments shall be got done under the supervision of operator / UWD.
9. In case of any loss/damage etc., loss will be recovered from security deposit of the applicant to whom Auditorium, Seminar Halls & Conference Halls were allotted and security amount will be forfeited, if required. If damages are more than security amount, the applicant has to pay the same.
10. It is the responsibility of the applicant that the audience should maintain decorum while using the premises and should not indulge in any unauthorized activity, not permitted inside the campus.
11. The fixed light and sound arrangement should not be changed and moved. Applicant must switch off the electric light/power points/electronic goods/electronic podium/dimmer box before leaving the Premises/Hall.
12. It will be the responsibility of applicant to remove all banners/back-drops/flex boards and deposit them with caretaker after the completion of the event, if needed.
13. It will be the sole responsibility of applicant to handover Auditorium, Seminar Halls & Conference Halls to caretaker/ custodian.
14. Any legal/statutory permission or obligation required for organizing the function or activity in the Auditorium, Seminar Halls & Conference Halls, shall be the responsibility of the applicant.
15. The applicant should make appropriate entries in log register while receiving and returning of issued items and opening /closing of Auditorium, Seminar Halls & Conference Halls.
16. It will be the sole responsibility of applicant to depute his/her nominee while using the green rooms during the event.
17. Applicant is requested to take care of conference material/technical equipments/personal belongings, as the University is not responsible for their safety.
18. Applicant should ensure that availing the Auditorium, Seminar Halls & Conference Halls facilities must not exceed the seating capacity of these Auditorium, Seminar Halls & Conference Halls. It must be ensured that all passage/ways leading to fire exit should be kept clear during the event to meet with the exigencies.
19. Entry of the participant/audience in the control room of Auditorium, Seminar Halls & Conference Halls is strictly prohibited.

VII. Do's and Don'ts

1. Should avoid making noise inside and outside the Auditorium, Seminar Halls & Conference Halls.
2. Mobile phones should be switched off or kept on silent mode before entering in the Auditorium, Seminar Halls & Conference Halls.
3. Collection of donations, sales promotions, advertisements are not allowed at any cost.
4. Display of goods/products are not permitted inside or outside the Auditorium, Seminar Halls & Conference Halls. If required, separate permission & payment to be deposited.
5. Wood paneling/walls for displaying posters, banners or any other material, nails, double sided or scotch tapes are not allowed outside the Auditorium, Seminar Halls & Conference Halls.
6. Programmes involving children should be adequately supervised by the applicant/organizer.
7. The applicant should ensure proper discipline and decorum be observed by students during the event.
8. Alcohol/Tobacco/Paan/Gutka etc are not permitted inside the campus.
9. Pets/animals and fire arms are not allowed.
10. Political, religious speeches, anti national campaigning of any kind are strictly prohibited.

VIII An applicant warrants that:

- i) An applicant shall obtain and maintain all necessary approvals, permission permits or licenses which may be required or necessary from relevant licensing bodies, copyright owners or otherwise to use any copyright work (including but not limited to recorded music, music videos and karaoke videos) during the use of the Auditorium, Seminar Halls & Conference Halls, and shall comply with the terms and conditions of such approvals, permits or licenses; and
- ii) Applicant/coordinator shall not, and shall ensure that no person shall, do any performance or other act which infringes the intellectual property rights of any person in the course of using the Auditorium, Seminar Halls & Conference Halls.
- iii) The University may, at any time and in its absolute discretion, direct an applicant to cease any act being carried out.
- iv) Neither the University nor any of its employees, shall be under any liability whatsoever for or in respect of:
 - a) Any loss or damage to any of the applicant's property or that of any participants, or,
 - b) Any injury to or death of the applicant or any of his related persons or any third party.

IX Provision of operators:

UWD and General Administration Branch shall provide an operator/MTS for smooth operation of the equipment. The staff so deputed for specific event(s) stayed beyond office hours or on Saturday/Sunday or holidays shall be entitled for overtime as per the norms of the University.

X. Catering and Tentage:

Catering/Tentage are to be arranged by applicant at their own at the earmarked place only.

XI Parking of Vehicles

There is parking capacity of around 30-35 cars in the Auditorium area of Dwarka as well East Delhi Campus. Only 30-35 nos. of Vehicles are allowed for inside Parking subject to availability. Other vehicles will be parked outside the University campus.

XII Payments Details

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	MICR Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi-110078
9	Banker's Phone No.	011-28035244



Booking of Seminar Hall
(All fields are Mandatory to be filled)

1.	Name of Organization	:	
2.	Address of Organization	:	
3.	Name of applicant	:	
4.	Designation	:	
5.	Mobile No.	:	
6.	Email address	:	
7.	Name of Coordinator, if any	:	
8.	Detail of Function (cultural & co-curricular activities; guest lecturers; conferences; seminars; symposiums; workshops; faculty development program; continuous education programs. If any other please specify.....)	:	
9.	Date of booking	:	
10.	Time slot	:	
11.	Rent Amount (Draft no. and Amt)	:	
12.	Security deposit (Draft no. and Amt)	:	
13.	Have all Statutory approval are taken		Yes/No

I/We have read the guidelines for the booking and usage of Auditorium, Seminar Hall, Conference Halls carefully and all pages of guidelines are signed and stamped.

Signature of the Applicant/ Organizer
Stamp

Asstt. Registrar (GA)

Copy for information & necessary arrangements:

- i) Estate/Security/Sanitation Branch for making necessary sanitation & security arrangement at venue please.
- ii) EE, UWD for necessary action.