



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Guru Gobind Singh Indraprastha University
'A State University established by the Govt. of NCT of Delhi'
Sector – 16C Dwarka, New Delhi – 110078
(Coordination Branch)

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F.No.: GGSIPU/Coord./79th BOM/2023/ 590

Dated: 16th May 2023

NOTIFICATION

The Board of Management of Guru Gobind Singh Indraprastha University in its 79th meeting held on 28.04.2023 vide Agenda Item No. BM 79.36 approved the “**Guidelines for booking/ usage of Auditorium/ Seminar Halls & Conference halls of the GGSIP University at Dwarka & Surajmal Vihar Campus.**”

A copy of the said Guidelines for booking/ usage of Auditorium/ Seminar Halls & Conference halls of the GGSIP University at Dwarka & Surajmal Vihar Campus is enclosed with this notification.


(Sunita Shiva)
Registrar

F.No.: GGSIPU/Coord./79th BOM/2023/ 590

Dated: 16th May 2023

To,

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&PMHS/ USMS/ USAP/ USE/ USAR/ USDI, GGSIP University
2. Director- Academic Affairs/ Coordination/ Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/ Research and Development/ Legal Aid / Research Project Monitoring & Innovation/ IUIIC/ CCGPC/ In-Charge (East Campus), GGSIP University.
3. Project In-charge – SLA/ SFM/ SFIS
4. Chairperson – CHVE/ SDC/ IIQAC & NAAC, GGSIP University
5. Librarian, GGSIP University
6. In-charge UIRC, GGSIP University
7. Programme Coordinator- NCC/NSS Cell, GGSIP University
8. Proctor, GGSIP University
9. Controller of Finance, GGSIP University
10. Controller of Examination (I & II), GGSIP University
11. Chief Warden, GGSIP University
12. CVO, GGSIP University
13. All JRs/ DRs/ Branch In-charge(s), GGSIP University
14. Advisor UWD, GGSIPU
15. In-Charge, UITs, GGSIP University with a request to upload the notification in the University website.

Copy for information of the Competent Authority:

1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor, GGSIP University.
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.


(Shikha Agarwal)
Dy. Registrar (Coordination)

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 Hall & Conference Hall are to be used for the academic/administrative activities/functions/programs like cultural & co-curricular activities; guest lecturers; conferences; seminars; symposiums; workshops; faculty development program; 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

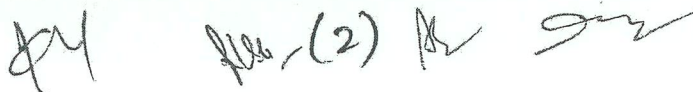
S.N	Facilities Provided	Qty	Capacity (persons)	Charges for each facility item per session (Morning or Evening)			
				Charges for Govt. Offices/Bodies	Charges for PSU/Autonomous bodies	Charges for Pvt.	Extra Hours
1	Auditorium with PA System	1	625	50,000/-	1,00,000/-	2,00,000/-	10000/-
2	Seminar Hall with interactive panels 1 st Floor	3	35	5000	15,000	20,000	1000/-
3	Interaction Room with Interactive Panels 2 nd Floor	5	20	5000	7000	10000	1000/-
4	Mini Conference Hall 3 rd Floor	1	45	10000	15000	20000	1000/-
5	Hall (Gathering Space) 4 th Floor	1	50	5000	10000	15000	500/-
6	VIP Lounge with attached Toilet (Per shift) - Ground Floor	1	6	2000	3000	5000	500/-
7	Cafeteria Ground Floor	1	50	5000	10000	15000	500/-
8	One Green Room with two changing room	2	8	2000	5000	7000	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	12000/-	15000/-	20000/-	1000/-
3	VIP Lounge with attached Toilet (Per shift)	1	6	5000/-	10000/-	15000/-	1000/-
4	Cafeteria (Ground Floor)	1	200	10000/-	15000/-	20000/-	1000/-
5	Amphi Theatre	1	400	25000/-	30000/-	50000/-	5000/-

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.




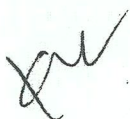
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V. **Procedure for Booking:**

- i) For University Programme booking will be through: Dean/Director/Branch Heads & application be sent to DR (GA) of the concerned campus.
- ii) For Affiliated Institute Programme: 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 Hall & Conference Hall, 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.
 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 Hall & Conference Hall will be provisional, in case of emergent condition when there is any function of University to be organized, the booking will stand canceled 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 Hall & Conference Hall, the applicant cannot shift or sublet the Auditorium, Seminar Hall & Conference Hall to the other.
 7. The cancellation of booking shall be considered at least **three working days** before the commencement of activity A written application be submitted to GA well in time, otherwise half of the rent amount shall be forfeited.
 8. Competent Authority of the University has full discretion for allowing the Booking of Auditorium, Seminar Hall & Conference Hall 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 computer/laptop for Auditorium, Seminar Hall & Conference Hall.
2. After handing over the Auditorium, Seminar Hall & Conference Hall 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 Hall & Conference Hall.
4. No Decoration is allowed on wooden paneling inside the Auditorium, Seminar Hall & Conference Hall.
5. No food articles / beverages are allowed inside the Auditorium, Seminar Hall & Conference Halls and inside the Control Room. If any person found with eatable items, penalty of Rs. 1000/- or more will be imposed as the case may be on the booking applicant.
6. No amendment/changes and alteration is 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 event/programme. Due diligence should be taken while handling Assets/Property/Equipment issued for the event/programme. 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.



- to the university*
8. Applicant must ensure that Assets/Equipment should be handed over in good condition, after the completion of programme/event (no additional PA system, music system, stage lights is 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 equipment 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 Hall & Conference Hall were allotted and security amount will be forfeited, if required. If damages are more than security, 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 Hall & Conference Hall to caretaker/ custodian.
 14. Any legal / statutory permission or obligation required for organizing the function or activity in the Auditorium, Seminar Hall & Conference Hall, 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 Hall & Conference Hall.
 16. It will be the sole responsibility of applicant to depute his/her nominee while using the green room during the event.
 17. Applicant is requested to take care of conference material/technical equipment/personal belongings, as the University is not responsible for their safety.
 18. Applicant should ensure that availing the Auditorium, Seminar Hall & Conference Hall's facilities must not exceed the seating capacity of these Auditorium, Seminar Hall & 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 Hall & Conference Halls is strictly prohibited.

VII. Do's and Don'ts

1. Should avoid making noise inside and outside the Auditorium, Seminar Hall & Conference Halls.
2. Mobile phones should be switched off or kept on a silent mode before entering in the Auditorium, Seminar Hall & Conference Halls.
3. Collection of donations, sales promotion, advertisement are not allowed at any cost.
4. Display of goods/products are not permitted inside or outside the Auditorium, Seminar Hall & Conference Halls. If required, separate permission & payment to be deposited.
5. **Wood paneling/walls outside the Auditorium, Seminar Hall & Conference Halls for displaying posters, banners or any other material. Nails, double sided or scotch tapes are not allowed.**
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 of event.
8. Alcohol/Tobacco/Paan/Gutka etc are not permitted inside the campus.

[Handwritten signatures and initials]
 (4)

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 works (including but not limited to recorded music, music videos and karaoke videos) during the use of the Auditorium, Seminar Hall & Conference Hall, 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 Hall & Conference Hall.
- iii) The University may, at any time and 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. The designated places of catering are as under:

Tea / Snacks

**Lobby of Auditorium, Seminar Hall &
Conference Hall of C/D Block**

Lunch / Dinner arrangement

Stilted parking area D- Block or C- Block

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



7/2/2

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
DWARKA CAMPUS, SEC. -16C, DWARKA, NEW DELHI - 110078 TELE. NO. 011-25303139, 138

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 of seminar hall/usage carefully and all pages of guidelines sign and stamp

Signature of the Applicant/ Organizer
Stamp

Care Taker
Asst. Registrar (GA)

Copy for information & necessary arrangements:

- i) Joint Registrar (Estate & Security) for making necessary sanitation & security arrangement at venue please
- ii) EE, UWD for necessary action


(6)