



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ०ग०)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CG)

(A Central University established by the central University Act.2009 No. 25 of 2009)

No. 391 / Dev/2023

Ballarpur, Date: 9/6/2023

NOTIFICATION

The Executive Council in its meeting held on 1 June, 2023 has been pleased to approve the Regulation for Booking of University Auditorium (Rajat Jayanti Sabhagar).

A Regulation for Booking of University Auditorium (Rajat Jayanti Sabhagar) is enclosed herewith and notified for information and necessary action of all concerned with immediate effect.

By Order,

Registrar (Acting)

Copy to:

1. The Secretary to the Vice-Chancellor, Guru Ghasidas Vishwavidyalaya, Bilaspur for information to the Hon'ble Vice-Chancellor Please.
2. All Deans, SoS/all Heads, Teaching Departments, Guru Ghasidas Vishwavidyalaya, Bilaspur for information please.
3. All Controlling Officer, Guru Ghasidas Vishwavidyalaya, Bilaspur for information please.
4. The Finance Officer/Internal Audit Officer/University Engineer, Ghasidas Vishwavidyalaya, Bilaspur for information please.
5. The In charge University Website, Ghasidas Vishwavidyalaya, Bilaspur, with a request to kindly upload this in the University Website for information of all stakeholders please.
6. The In charge, University Auditorium (Rajat Jayanti Sabhagar), Guru Ghasidas Vishwavidyalaya, Bilaspur for information and necessary action please.
7. The In charge, Media Cell, Ghasidas Vishwavidyalaya, Bilaspur for information please.
8. Office File

Assistant Registrar (Dev.)



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GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 नं. 25 के अन्तर्गत स्थापित)

क्रमांक 381 / विकास / 2023

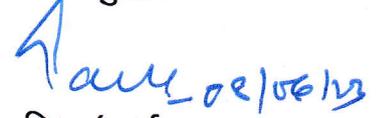
बिलासपुर, दिनांक 9/6/23

अधिसूचना

कार्यपरिषद की बैठक दिनांक 1 जून, 2023 में विश्वविद्यालय प्रेक्षागृह (रजत जयंती सभागार) बुकिंग विनियम को अनुमोदित किया गया।

अनुमोदित विश्वविद्यालय प्रेक्षागृह (रजत जयंती सभागार) विनियम संलग्नकर एतद् द्वारा सभी के सूचनार्थ एवं आवश्यक कार्यवाही हेतु अधिसूचित किया जाता है।

आदेशानुसार



कुलसचिव (कार्यवाहक)

प्रतिलिपि:

1. कुलपति जी के सचिव गुरु घासीदास विश्वविद्यालय, बिलासपुर को माननीय कुलपति जी के सूचनार्थ।
2. समस्त अधिष्ठातागण/समस्त विभागाध्यक्ष शिक्षण विभाग, गुरु घासीदास विश्वविद्यालय, बिलासपुर को सूचनार्थ।
3. समस्त नियंत्रक अधिकारी, गुरु घासीदास विश्वविद्यालय, बिलासपुर को सूचनार्थ।
4. वित्ताधिकारी/आंतरिक अंकेंक्षण अधिकारी/विश्वविद्यालय यंत्री को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
5. प्रभारी विश्वविद्यालय वेबसाईट गुरु घासीदास विश्वविद्यालय, बिलासपुर को इस आशय के साथ ही इसे विश्वविद्यालय के वेबसाईट के सभी हितग्राहियों के सूचनार्थ अपलोड करना चाहें।
6. प्रभारी विश्वविद्यालय प्रेक्षागृह (रजत जयंती सभागार) गुरु घासीदास विश्वविद्यालय, बिलासपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
7. प्रभारी मिडिया सेल, गुरु घासीदास विश्वविद्यालय, बिलासपुर को सूचनार्थ।
8. कार्यालय प्रति।



सहायक कुलसचिव (विकास)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CHHATTISGARH)

REGULATION FOR BOOKING UNIVERSITY AUDITORIUM

Regulation for Booking of University Rajat Jayanti Sabhagar (Auditorium)

(I) General Rules:

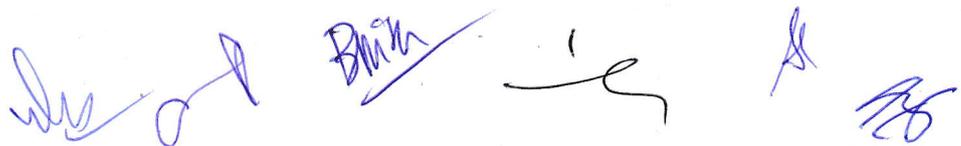
1. The Auditorium will primarily be booked only for Academic/Literary/Cultural activities such as Lectures, Seminars, Conferences, Symposiums, Workshops, Colloquiums, Training Programmes conducted by other institutions/PSU's/Autonomous bodies/registered NGOs, Private Sector Organisation, Departments of Central/State Governments registered organisations etc. All interested parties need to apply in the prescribed format through the concerned head of the organisation.
2. The Auditorium will not be booked/provided for any political/religious activities, general body meetings, holding of elections of office bearers of societies, birthday party, etc.
3. There are 800 seats (Ground floor + First Floor) available in the Auditorium. A few seats in the first row of the auditorium are reserved exclusively for the senior officials/observer(s)/dignitaries, organiser or the handicapped and disabled persons/audiences.
4. Children below 12 years of age are not allowed in the Auditorium. Relaxation may be given to exceptional cases with the prior permission of the competent officer of the University.
5. All booking requests will be made on prescribed form/format only. The application should be received not earlier than the three (03) months and not later than the fifteen (15) days of the commencement of the event/programme. Verbal/telephonic reservation will not be entertained. GGV reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charge at any time, without assigning any reason, as per requirement.
6. Posters/Banners of publicity will not be allowed to be stuck on any part of auditorium but will be allowed at the designated spaces specified by the University/Auditorium Committee.
7. Smoking or consumption of Alcohol is strictly prohibited anywhere within the premises of the Auditorium and in the University Campus. Any food items, weapons, bottles, briefcases, Tiffin boxes, etc. are not allowed in the Auditorium. The GGV will levy a fine for such violation.
8. Posters/banners/publicity materials are allowed to be displayed only at the designated places provided for the purpose.
9. No sound system, Mike, etc. will be provided by GGV to the booking party/organiser. Use of any sound system will not be allowed outside the auditorium.
10. GGV shall not be responsible or liable for any loss or damage or injury of any kind to artists, participants, organizer, guests or invitees or third party caused by any reason.
11. GGV will provide Auditorium Hall at Ground Floor, sitting area at First Floor and appropriate adjacent rooms, Wash Rooms, VIP Rooms of 60 pax capacity, Lobby, etc. in the Auditorium premises to the booking party/organiser.



12. GGV will provide space for parking for the Four Wheelers and Two-Wheelers only in the premises of the Auditorium to the booking party/organizer. No heavy vehicles will be permitted.
13. The Auditorium will be provided in three (03) shift wise i.e. first shift from 8.00 A.M. to 12.00 P.M., second shift from 1.00 P.M. to 5.00 P.M. and third shift from 6.00 P.M. to 10.00 P.M. Rs. 40,000/- + 18% GST, as well as Rs. 10,000/- Security money must be paid in advance within a week time. The Electricity charges extra will be paid after over the event/programme as charged by University Engineering Section. If the Auditorium hall is not vacated within half an hour then after an additional amount of Rs. 5000/- per hour will be charged i.e. up to maximum two hours after that party/organiser will pay full amount i.e. Rs. 40,000/. and extra electricity charges.
14. After completion of event/programme as mentioned in serial no. 13, the additional hour/hours will be allowed to continue the programme only on availability of the Auditorium on that particular date and time.
15. If the party/organiser book the Auditorium for a whole day i.e. 10.00 A.M. to 10.00 P.M. a sum of Rs. 60,000/- + 18% GST as well as Rs. 10,000/- Security Money (Refundable) an advance money must be deposited in the University Account within a week time. The Security money will be refunded within seven days after the programme is completed. The Electricity charges extra will be paid after over the event/programme as charged by University Engineering Section
16. It will be responsibility of the booking party/organizer to maintain complete peace during the function/event in the auditorium hall/auditorium premises till the completion of the programme.

(II) Tariff Rules

1. All booking reservations for the auditorium will be made on the prescribed form (enclosed) only. Verbal/telephonic reservations will not be permissible.
2. The booking application should be addressed to the Registrar and will be submitted to University Engineer, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.).
3. Only after approval from Auditorium Booking Committee/Vice-Chancellor, full booking charges i.e. 100 % advance (including GST 18%) along with security money must be deposited as per guidelines within a week time. Booking will be cancelled after a week from the confirmation of booking and a fresh application will be required for booking if the mentioned amount is not paid and receipt is not submitted to the concerned authority within the prescribed time.
4. The organisers are advised to collect confirmation letter of booking of the auditorium from the concerned office after submitting Rs. 40,000/- + 18% GST, Electricity charges extra as charged by Engineering Section as well as Rs. 10,000/- Security money. The Security money will be refunded within seven days after the programme is completed. The Electricity charges extra will be paid after over the event/programme as charged by University Engineering Section



5. The charges for booking and security deposit are to be paid through online mode or through Demand Draft (D.D.) drawn in favour of the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur, payable at Bilaspur.
6. Notice for preponement/postponement/cancellation of an event should reach the office of the Registrar/University Engineer not earlier than the 03 months and not later than the 15 days of the commencement of the event/programme. (excluding the date of function) in writing, failing which booking amount as mentioned below will be forfeited:

Description	Cancellation	Pre/Post-ponement(subject to availability)
14 Days or less than 15 days before the function	40%	25%
7 Days or less than 7 days before the function	75%	50%
Less than 7 days before the function	100%	75%
1 Day before the function	100%	100%

7. In case Central Government Institutions/Public Sector Undertaking/Public Sector/State Government request/apply for the utilisation of University Auditorium for official purpose, fee/charge may be waived off with the approval of the Vice-Chancellor.
8. To ensure smooth and proper functioning of the Auditorium, it is recommended that the Auditorium In charge may be entrusted with the responsibility for scrutiny of the applications received for booking and making due recommendation to the competent officer, making due recommendation for return of security deposit after the programme is over/completed on the basis of the OK report submitted by University Engineer.

(III) Catering:

1. No Catering Services will be provided by the University. The booking party/organiser can hire any agency for the catering services that will operate only in the designated specified place in the Auditorium. **Purely Vegetarian food** is allowed to be served.
2. Breakfast, Lunch, Dinner or any other refreshment, eatables etc. will not be permitted inside the Auditorium Hall. However, eatables can be served in designated specified areas of the auditorium premises.
3. Organisers are required to ensure that catering services are strictly monitored and to clean the premises/designated specified place after the event is over. Appropriate action will be taken in case of any deviation including forfeit of security deposit.
4. Booking party/organiser will serve only hygienic food.
5. Children's parties/play equipments or rides are not permitted in the venues

(IV) Legal Dispute:

1. The booking party/organiser shall ensure that all persons brought in by them to carry out the performance including any stage workers, sound/light operators/technician/helpers etc. fully meet the legal and statutory requirement.

2. Any additions or amendments to the Terms & Conditions or the Rules & Regulations made by GGV from time to time with regard to auditorium booking will be binding on the booking party/organiser. The decision of the GGV Management in the interpretation of the terms and conditions will final and binding.
3. In case of any dispute between booking party/organiser between Auditorium In-charge, the decision of the Vice-Chancellor/Concerned Committee, GGV, shall be final and binding to all.
4. The booking party/organiser will inform to "Thana Koni, Bilaspur prior to the performance of the function/event and will be responsible for the maintenance of law and order, traffic control etc. as per Government rules applicable in Bilaspur.
5. COVID guidelines, if effective at the time of event, as issued by Government of India/State authorities/Local administration must be strictly followed.
6. The booking party/organiser shall ensure that their invitees should not wander/move here and there unnecessarily except within the Auditorium premises.

(V) Payment Particulars:

Payment can be made through by Demand Draft in favour of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur payable at Bilaspur. Payment can also be made electronically to the bank details given below:

Name of the Account Holder	Registrar, Guru Ghasidas Vishwavidyalaya
Complete contact Address	Koni, Bilaspur (Chhattisgarh)
Telephone Number	07752-260209
Name of the Bank	Bank of India
Branch Name and Address	GGV Koni, Bilaspur
Account Number	947410110000001
Bank IFSC Code	BKID0009474

NOTE: With regard to booking of University Auditorium and other queries, the booking party/organiser may contact to the In charge Auditorium, Office Telephone No. 07752260375, Mobile No. 08960176282, Email Id: utkarshbhu93@gmail.com and to the University Engineer Office Telephone No. 07752 Mobile No. 08319000182 and Email Id: ueggvbspccu@gmail.com.

You may also visit to the University Website: www.ggu.ac.in.



(Prof. Anupama Saxena)



(Prof. V.S. Rathore)



(H.N. Choubey)



(Dr. B.D. Mishra)



(L.K. Jaiswal)



(Dr. M.N. Tripathi)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CHHATTISGARH)
(A Central University)

APPLICATION FORM

FOR BOOKING OF RAJAT JAYANTI SABHAGAR AUDITORIUM

1. Name of the Organisation: -----

2. Communication Address: -----

3. Contact Telephone No.-----Mobile No.----- E.mail-----
4. Date from ----- to ----- Auditorium required.
5. Timing: From ----- to -----
6. Purpose for which required: -----
7. Number of person expected: -----
8. Name of Chief Guest (if any): -----

9. Brochure/website address of the event, if available: -----
10. Purpose & details of the programme: -----
11. Have you read the Guidelines/Terms & Conditions: YES / No
Formulated by GGV

I/We have read and understood the guidelines for booking of the venue and catering, and undertake to fully comply with these guidelines. In case of non compliance, the booking will be cancelled & security money will be forfeited.

Yours faithfully,

()

Name Capital Letter-----

Designation:-----

Full Address: -----

Telephone No. & Mobile Number -----

E.mail Address, if any-----

FOR OFFICIAL USE ONLY

Recommended/Not Recommended to provide Rajat Jayanti Sabhagar (Auditorium) from-----
to -----

Signature of the Auditorium In charge
Signature & Seal

University Engineer
Signature & Seal
