



दक्षिण बिहार केन्द्रीय विश्वविद्यालय Central University of South Bihar

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) Pin- 824236



Appendix 'A'

GUIDELINES FOR THE BOOKING/USAGE OF SWAMI VIVEKANAND LECTURE HALL

Preamble

Swami Vivekananda Lecture Hall (VLH), a part of the Lecture Hall Complex is a centrally air-conditioned facility with a seating capacity of 270 and is located in the campus of Central University of South Bihar. This hall is dedicated for the academic/administrative activities/functions/programme like cultural & co-curricular activities; guest lectures; conferences; seminars; symposia; workshops; training and other related activities in the campus.

The guidelines laid down is aimed at fostering a sense of responsibility among users, to encourage efficient utilization of available resources and fixing of user charge to ensure that the costs associated with maintaining the hall such as utilities, cleaning and upkeep are covered. It will help to allocate resources fairly and sustainably ensuring that the space remains accessible and well-maintained for all users. This will lead to the optimal utilization and sharing of available resources.

1. Booking Categories

The categories for booking of Vivekanand Lecture Hall are as follows:-

- a. **Category A** : University Programmes/Events like Convocation, Foundation Day, Independence Day, Republic Day and other programmes as per directive of GoI etc.
- b. **Category B** : Programme (Seminar/workshop/conference/symposia/training /special lecture) organized by the Dean/Head/ Department/Centre/ Faculty Members/Cells/Committees/Non-Teaching Officials (Group A) of the University.
- c. **Category C** : Sponsored/Collaborative Project ((Seminar/workshop/ conference/symposia/training /special lecture) programme may organize by the faculty members of the University.
- d. **Category D** : Other Institutions/Organizations for academic activities only depending upon the availability

Advised

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2. **Booking Preference Order**

The preference of booking of Vivekanand Lecture Hall shall be as under:-

Sl No.	Particular	Preference Order
01	Category A	First
02	Category C	Second
03	Category B	Third
04	Category D	Fourth

3. **Booking Charges**

The following charges shall be paid before booking of Lecture Complex of the University:-

Sl No.	Particular	Category A	Category B	Category C	Category D
01	Rate for booking of Swami Vivekanand Hall	Nil	Rs 5000/- per day	Rs 10,000/- per day	Rs 25,000/- per day

4. **Security Deposit (For Category D only)**

Rs 20000/- shall have to be deposited as Security Fee which will be refunded after completion of event, receiving of NOC from Caretaker and deduction of penalty, if any.

5. **Cancellation Charges (Only for Category D)**

The following charges shall be deducted from the booking charges for cancellation of booking of Hall of the University:-

Less than 02 days	No refund
Between 03 to 07 days	50% of total booking charges
Beyond 08 days	Full Refund

6. **Alteration Charges (Only for Category D)**

The following additional charges shall be paid for rescheduling of the programme:-

Days, Subject to availability	Additional Charges
Less than 03 days	15% of total booking charges
Between 04 to 14 days	10% of total booking charges
Between 15 to 30 days	05% of total booking charges
Before 30 days	No Charges

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7. Waiving Off Booking Charges

The booking charges may be waived off fully or partially by the Hon'ble Vice-Chancellor in exceptional circumstances with proper justification duly recommended by designated officer/In charge of the Hall. This clause shall not be applicable to Category D.

8. Standard Booking Time

The standard booking time of the Vivekananda Lecture Hall shall be from 09:30 A.M. to 04:30 P.M.

9. Procedure of Booking of Vivekananda Lecture Hall

- The booking will be accepted in the prescribed format as per **Annexure 'A'** enclosed and will be submitted to the Caretaker concerned.
- The booking can be made at least 07 working days before and a maximum of 30 days earlier.
- The booking will be confirmed only after payment of the Security Deposit (if applicable) and booking charges.
- The confirmation of provisional booking of the hall will be communicated to the applicant through email by Estate Section with a copy to the concerned stakeholders, i.e. Event Management Committee, Proctor, Dean Students Welfare, Finance Officer, General Admin., Engineering Section, Caretaker etc.
- The cancellation and alteration charges will be applicable in accordance with point No. 04 & 05 above.
- The applicant cannot claim by way of right the desired dates at the premises, even if the dates are available. The University reserves the right to accept or reject the application.
- Subject to the confirmation of availability from the concerned premises, the decision of confirmation/rejection would be communicated through email within 07 working days of receipt of the application.
- The applicant will be required to make an offline (cheque/DD)/online payment along with Security deposit within a period of three working days. The details of the online/offline payment are to be produced/submitted to the Estate Section after receiving of Money Receipt from the Finance & Account Section. The detail of bank account of the University is as under:-

Bank account detail of the University: **(to be provided by Finance Section)**






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10. Terms and Conditions of Booking of Vivekanand Hall :-

- a. The bookings are done on a first come first served basis.
- b. Booking confirmation will be given to the applicant after approval of the Competent Authority through email only.
- c. Common charges for cleaning, electricity, maintenance etc. are included in the booking charges.
- d. Maintenance of law and order on the premises shall be the sole responsibility of the applicant.
- e. The user shall be responsible for maintaining cleanliness inside and around the premises.
- f. Only the allotted premises will be used by the applicant.
- g. Any damage/loss to the property will be made good at the user's cost.
- h. Nothing should be pasted/written on the walls/glass/curtain etc.
- i. No portion of the lawn should be used for serving refreshments.
- j. Cooking is strictly prohibited in the complex.
- k. Eatables are to be served at the earmarked place for the purpose and the same will not be allowed inside the hall.
- l. Consumption of paan, gutkha and other tobacco products is strictly prohibited in the University premises and is a punishable offence and would attract penalty.
- m. Applicant must inspect the premises prior to taking possession. Similarly, the venue is expected to be vacated in the same condition as it was handed over to them.
- n. Applicant will be fully responsible for all liabilities, any damage to the building, carpeting, equipment or other furnishings.
- o. Damages repair charges will be evaluated as per the present market value by the Engineering Section and to be deducted from the Security deposit.
- p. University is not responsible for any mishap, natural calamities and theft.
- q. No loud music is allowed.
- r. Avoid making noise inside and outside the Hall as the same complex is used for classes.
- s. Collection of donations, sales promotions, advertisements or any other commercial activities/transactions are not allowed at any cost.
- t. Displays of goods/products are not permitted inside or outside the Seminar Hall.
- u. The organizers shall ensure proper discipline and decorum by the students/participants during the event.
- v. University has exclusive rights to restrict entries or cancel bookings.
- w. No animals and pets are permitted in the complex.
- x. Firearms, weapons, fireworks and firecrackers are strictly prohibited.
- y. The booking will be provisional and can be cancelled at any time by the University Authority without assigning any reason.
- z. The refund of the security deposit will be subject to submission of NOC from the caretaker of the complex.

Approved

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- aa. No unwanted/unauthorized person should enter into the booked premises.
- bb. Any type of sloganizing will not be allowed in any manner.
- cc. No unlawful and illegal activity is permissible in the booked premises. The booking applicant will be held personally responsible for such activity if found.
- dd. The Competent Authority has also approved the penalties for non-compliance of any of the above terms and conditions.
- ee. Shoes/Sandals are not allowed inside the Hall and should be kept in the earmarked area.
- ff. The organizers shall inform and share the details of the event to the Proctor and Dean Student Welfare well in advance for maintaining security.

11. Penalties

- a. Non-compliance with any terms and condition, the University has the right to forfeit the Security Deposit of the Applicant.
- b. In case of any damage caused to the University premises, the University shall have the right to forfeit the security deposit amount and impose additional financial penalties including partially/permanently debarring from future bookings of the University premises by the applicant.
- c. Sub-letting of booking is a punishable offence. In case of violation the booking will be cancelled and the security deposit amount will be forfeited. Further, the University will be free to take appropriate action against the applicant.

12. Saving Clause

Notwithstanding anything contained in the foregoing clauses, the decision of the Hon'ble Vice-Chancellor shall be final and binding.

Approved

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Annexure –‘A’

REQUISITION FOR BOOKING OF SWAMI VIVEKANAND LECTURE HALL

01	Name & Designation of the Applicant	
02	Name of the Department/ Organization	
03	Type of Programme	University Programme / Seminar / Workshop Conference / Symposia / Special Lecture / Training Programme/Others (Specify)
04	Source of Funding	University Sponsored / Sponsored Agency / Both University & Agency
05	Name of the Programme	
06	Period with date and time	
07	Whether IT support is required	Yes / No

Undertaking :- Nothing will be affixed/stuck up/no nail hammering on the screen, curtains and wall. All fire safety and health measures will be followed by us. I will not disturb the academic activity of the University. Intoxicants/alcohol will not take/serve on the premises. I will not sub-let the booking of the hall. If there is any violation of the terms and conditions of the booking of lecture hall, I shall be wholly responsible and be liable for legal action if any.

Date :

Signature of Applicant

Name

Mobile No.

Email ID.

Recommended by :-

Signature of Dean/Head of the Department

Note :1. The filled in application form shall be submitted to the concerned Caretaker for checking the availability of proposed date(s). The caretaker shall put his remark regarding availability or non-availability and submit this form to the Faculty Incharge for his/her recommendation. The Faculty Incharge shall forward it to the Registrar with his/her recommendation for further necessary processing.

2. The Reservation is subject to availability on particular day and after further confirmation by the approving authority for allotment. Only submission of the requisition form not gives the right to claim the allotment.

Proposed

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For the office use of CUSB

Availability/remarks of dealing Assistant/Caretaker :

Recommendation of the Faculty Incharge: RECOMMENDED/NOT RECOMMENDED

Applicable booking Charges:-

Category	Amount per day	No. of Days	Amount to be deposited
Category A	Nil		
Category B	Rs 5000/-per day		
Category C	Rs 10,000/- per day		
Category D	Rs 25,000/-per day		
Security Fee (Rs 20000/- or Nil)			
Grand Total (In Rs)			

Signature of Faculty Incharge

Review by Registrar

: RECOMMENDED/NOT RECOMMENDED

Registrar

Approval of Competent Authority

: APPROVED/NOT APPROVED

Vice Chancellor

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