



# नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

( विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान )

नॉलेज सिटी, सेक्टर-81, एस.एस. नगर, मोहाली-140306, पंजाब

## INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab



F.No. 15(3)/2020-INST

Dated: 01.09.2022

### कार्यालय आदेश / OFFICE ORDER

**Subject: Operation of Auditorium-1 (C.V. Raman Auditorium) and Auditorium-2 of INST, Mohali**

The competent authority has approved to start operations of Auditorium-1 and Auditorium-2 at INST, Mohali alongwith tariff and other rules. In this regard, an Auditorium Maintenance Committee has been constituted as follows:

- 1) Sh. Mukesh Raja, Scientist-D, INST
- 2) Dr. Asifkhan Shanavas, Scientist-D, INST
- 3) Finance Officer, INST

The committee will look into purposes such as housekeeping requirements / electrical & civil maintenance / procurement and replacement of equipment etc. and other issues as may be required from time to time.

Booking of Auditoriums and collection of charges of the Auditorium(s) will be managed by administration and finance sections of the Institute respectively.

Auditorium Booking Requisition Form and approved rules (enclosed) are also available on the website of the Institute.

This issues with the approval of competent authority.

मुख्य वित्त एवं प्रशासनिक अधिकारी  
Chief Finance & Administrative Officer

**Encls.: As above**

प्रतिलिपि/ Copy to:

- 1) All employees of INST
- 2) Director's office, INST
- 3) Finance Officer, INST
- 4) Office Order Folder



# नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

( विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान )

नॉलेज सिटी, सेक्टर- 81, एस.ए.एस. नगर, मोहाली- 140306, पंजाब

## INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab

**Form No. 39**

### **AUDITORIUM BOOKING REQUISITION FORM**

(Please see the rules A, B and C below)

1	Category (Please tick any one)	A (for internal booking – INST)		B (for booking other than INST)	
2	Auditorium (Please tick any one)	Auditorium-1 Seating Capacity: 241		Auditorium-2 Seating Capacity: 91	
3	Name(s) of Indenter / Organization				
4	Address for communication including email				
5	Contact Number				
6	Purpose of event				
7	Date & Timing (Please tick any one)	<u>Date</u>	<u>Full Day:</u>	<u>Half Day:</u>	
			09:00 hrs to 17:30 hrs	09:00 hrs to 12:30 hrs	14:00 hrs to 17:30 hrs
8	In case of internal booking-INST, source of funds to be specified	Institute / Project _____ / _____		Funds available / Not available	
				Finance Officer, INST	

I / we have read and understood the guidelines for booking of the auditorium (s) at INST and undertake to fully comply with these guidelines. In case of non-compliance, the booking amount, caution deposit and other related charges will be forfeited and the booking will be cancelled.

Date: \_\_\_\_\_

Indenter Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Indenter Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Organization: \_\_\_\_\_

#### **(FOR OFFICE USE ONLY)**

S.No. \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: Auditorium Available / Not Available

**Auditorium Operator**

Forwarded  Chief Finance & Administrative Officer	Approved / Not Approved  Director, INST
---	---

## **A. General Rules**

- (i) The Auditorium shall primarily be booked only for Academic activities such as Lectures, Seminars, Conferences, Programmes, Symposiums, workshops, etc., Priority for booking of the auditorium will be for the activities of the Institute (INST).
- (ii) The Auditorium shall not be booked for any political/religious activities, general body meetings, holding of elections of office bearers of societies, event etc. of any organization / society or for any personal programmes such as birthday, marriage etc., as applicable.
- (iii) All reservations will be made on physical copy of duly filled and signed prescribed form only. Verbal/telephonic/email reservations will not be entertained. Green area / Open area near the Auditorium cannot be booked or used for activities. The Institute reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
- (iv) The number of participants during a particular booking shall not exceed the seating capacity of the Auditorium, in any case.
- (v) The auditorium will be initially booked only for a single day event during the normal office hours from 9.00 a.m. to 5.30 p.m. and is to be vacated within an hour after the meeting.
- (vi) Children below 8 years of age are allowed only with their parents/attendants in the Auditorium.
- (vii) Lunch or any other refreshment, eatables etc. will not be permitted inside the auditorium.
- (viii) Any damage, to the Auditorium fittings, fixtures, etc., during the course of use, will be the responsibility of the organizer and they shall pay for the cost of repairs, as per the estimate by the Institute.
- (ix) The Institute will not be held responsible for losses/damages of the properties of the hiring organization used in the performance or kept in the auditorium premises.
- (x) Posters/Banners of publicity will not be allowed to be stuck on any portion of the campus but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only in Foyer, outside the auditorium.
- (xi) No vehicle will be allowed for parking except at the authorized parking space.
- (xii) No extra lights or mikes or audio-video equipment will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission from the Institute and charges may be levied on the same.
- (xiii) Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the institution. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will be also taken.
- (xiv) No decorations (Floral or otherwise)/ fireworks will be allowed within the premises of the auditorium and in Campus. Arms or any other inflammable materials will not be allowed inside the auditorium. Fire safety regulations in the venue are to be strictly followed.
- (xv) For any mis-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer. No medical facility is available in the Campus premises.
- (xvi) Organizers are advised to take care of conference material /technical equipment/personal belongings, as Institute is not responsible for their safety.
- (xvii) Organizers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
- (xviii) To maintain Security during the event, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
- (xix) In case the organizer is unable to use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, Institute will not be liable for any loss suffered by the booking organization and the organizer will co-operate with the staff of Institute.
- (xx) The furniture inside the Auditorium should not be shifted to any other place.
- (xxi) The organizers have to sign the occupation and vacation reports available with the Institute Auditorium in-charge, while taking over and handing over the venue.
- (xxii) Organizers are required to ensure that catering is limited to areas permitted by Institute and to clean the premises after the event is over. Appropriate action will be taken in case of any deviation. No food preparation shall be permitted in the campus.
- (xxiii) The Institute has rights to modify/amend the rules/guidelines anytime without assigning the reasons.

**B. Auditorium tariff (excluding electricity / generator charges / caution deposit / other facilities \*)**

S.No.	Category	Auditorium Particulars	Charges (GST extra, as applicable)	Timing
1	<b>Category-A</b> (for internal booking – INST)  <u>Payment:</u> Institute / Project	<b>Auditorium-1</b> (C.V Raman Auditorium)	Rs. 15,000/-	<u>Full Day:</u> a. 9:00 hrs to 17:30 hrs
		<u>Seating Capacity:</u> 241	Rs. 10,000/-	<u>Half Day:</u> a. 09:00 hrs to 12:30 hrs b. 14:00 hrs to 17:30 hrs
		<b>Auditorium-2</b>	Rs. 5,000/-	<u>Full Day:</u> a. 9:00 hrs to 17:30 hrs
		<u>Seating Capacity:</u> 91	Rs. 3,000/-	<u>Half Day:</u> a. 09:00 hrs to 12:30 hrs b. 14:00 hrs to 17:30 hrs
2	<b>Category-B</b> (for booking other than INST)  <u>Payment:</u> By booking institution / society / organization etc.	<b>Auditorium-1</b> (C.V Raman Auditorium)	Rs. 50,000/-	<u>Full Day:</u> b. 9:00 hrs to 17:30 hrs
		<u>Seating Capacity:</u> 241	Rs. 30,000/-	<u>Half Day:</u> c. 09:00 hrs to 12:30 hrs d. 14:00 hrs to 17:30 hrs
		<b>Auditorium-2</b>	Rs. 18,000/-	<u>Full Day:</u> b. 9:00 hrs to 17:30 hrs
		<u>Seating Capacity:</u> 91	Rs. 10,000/-	<u>Half Day:</u> c. 09:00 hrs to 12:30 hrs d. 14:00 hrs to 17:30 hrs

**\* Notes:**

- (i) Caution Deposit (for external booking) : Rs. 5,000/- per booking
- (ii) Electrical / Generator Charges
  - (a) Half Day Booking : Rs. 2,500/-
  - (b) Full Day Booking : Rs. 5,000/-
- (iii) In case the use of facilities such as online video conference, recording, extra hardware like lights, mic etc. and online streaming of the programme etc. are required, same have to be applied for separately after booking is confirmed. Such services will be extended based on availability and shall be charged at the rate fixed by the institute.
- (iv) Additional charges of Rs. 5,000 per hour (Auditorium-1) and Rs. 2,500 per hour (Auditorium-2) will be applicable, in case the programme exceeds the stipulated time.

**C. Payment**

- (i) All payments, as applicable, shall be made in favour of INST, Mohali account by online mode:
 

Account Name : Director, INST  
Account Number : 2452201001102  
Bank Name : Canara Bank, Phase-10, Mohali  
Bank IFS Code : CNRB0002919
- (ii) Requisition for booking in duly filled form must be submitted at-least 15 days before the scheduled event.
- (iii) The booking charges, electricity / generator charges and caution deposit need to be deposited in Institute bank account within 5 days of provisional confirmation, failing which the booking may be cancelled.
- (iv) Booking will be considered for confirmation, once full booking amount, electricity / generator charges and caution deposit is received in the Institute bank account.
- (v) The caution deposit will be refunded after deducting the cost of damage, if any reported by the Auditorium In-charge of the Institute.
- (vi) 50 per cent of the booking amount will be forfeited if the cancellation is requested at least 7 days prior to the date of booking. However, full booking amount will be forfeited if cancellation is requested within 7 days of date of booking.