

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

A⁺ GRADE NAAC Accredited



POLICY DOCUMENT OF CH. RANBIR SINGH AUDITORIUM

August 01, 2025

**Maintenance Charges for the booking of Main Hall/Seminar Hall -1/ Seminar Hall -2/
Seminar Hall -3/Crush Hall of Ch. Ranbir Singh Auditorium.**

Sr. No	Description	Maintenance charge per day (up to 8 hours) In Rs.	GST@ 18% (or applicable as amended by the Govt.) In Rs.	Grand Total In Rs.
1.	Main Hall (1800 Seater) + *Crush Hall (for Tea + Food)			
(i)	For Centre/ State Govt./ Semi Govt. Departments/Private Registered Academic/Business/Social Organizations/Institutions	2,00,000.00	36,000.00	2,36,000.00
(ii)	Rehearsal Charges (upto 4 hours)	1,00,000.00	18,000.00	1,18,000.00
(iii)	Refundable Security			1,00,000.00
2	Seminar Hall (250 Seater) + *Crush Hall (for Tea + Food)			
(i)	For Centre/ State Govt./ Semi Govt. Departments/Private Registered Academic/Business/Social Organizations/Institutions	1,00,000.00	18,000.00	1,18,000.00
(ii)	Rehearsal Charges (upto 4 hours)	60,000.00	10,800.00	70,800.00
(iii)	Refundable Security			60,000.00
3	Seminar Hall (125 Seater) + *Crush Hall (for Tea + Food)			
(i)	For Centre/ State Govt./ Semi Govt. Departments/Private Registered Academic/Business/Social Organizations/Institutions	60,000.00	10,800.00	70,800.00
(ii)	Rehearsal Charges (upto 4 hours)	30,000.00	5,400.00	35,400.00
(iii)	Refundable Security			30,000.00
4	Crush Hall (Exhibition Hall at GF)			
(i)	For Centre/State Govt./ Semi Govt. Departments/Private Registered Academic/Business/Social Organizations/Institutions	60,000.00	10,800.00	70,800.00
(ii)	Refundable Security			30,000.00

** (The Crush Hall will be allotted if available. In case main hall and Seminar halls are booked then preference in the allotment of Crush Hall will be given in the order {(i) Main Hall (ii) Seminar Hall-1 (iii) Seminar Hall -2 & 3}. Among the Seminar Hall -2 & 3 preference will be given to the Seminar Hall booked earlier).*

The payment accepted through:

- Demand Draft in favour of Registrar, GJUS&T, Hisar
- RTGS: Bank A/cs No. 4674000100036542, IFSC Code: PUNB0467400, Punjab National Bank, GJUS&T, Hisar.

STANDARD TERMS & CONDITIONS:

1. Ch. Ranbir Singh Auditorium is primarily meant for use for various functions relating to academic and research, students' welfare, employees' welfare, cultural functions and other co-curricular activities of the University. Therefore, for the University functions/seminars etc., the Main Hall, Seminar Halls/Crush Hall will be allowed free of charges by the Vice-chancellor on the specific recommendations of Dean Students Welfare (for function of students of several departments routed thorough Chairperson/Dean concerned), Chief-Warden (for function of the hostel students), Dean (for the students of the faculty) and Chairperson (for departmental function). The user(s) will submit the requirement in writing to the University Works Department after that the XEN-In-Charge of Ch. Ranbir Singh Auditorium will process the case of booking accordingly.
2. Ch. Ranbir Singh Auditorium may be allowed by the competent authority to be used by other Centre/ State Govt./ Semi Govt. Departments/Private Registered Academic/Business/Social Organizations/ Institutions also for organizing academic, social or cultural events which promote harmony in the society. The concerned Organization/ Institution is liable to deposit the specified maintenance charges for booking of respective hall of Ch. Ranbir Singh Auditorium. The ticketing or commercial use in any other form is not allowed. In case of booking of main hall of Ch. Ranbir Singh Auditorium, the concerned user will have to procure the NOC from the District Administration for organizing their Programme in advance and also submit the same to the XEN-In-Charge of Ch. Ranbir Singh Auditorium at the University Works Department.
3. For booking of Main Hall/Seminar Hall -1/ Seminar Hall -2/ Seminar Hall -3/Crush Hall of Ch. Ranbir Singh Auditorium, the outsider organizer/ user is required to submit duly filled and signed application form (**Annexure-A**). The application form for booking of Ch. Ranbir Singh Auditorium is available on the University website and Room No.-04 of the University Works Department. XEN-In-Charge of Ch. Ranbir Singh Auditorium will process the case of booking of Main Hall, Seminar Halls/Crush Halls of Ch. Ranbir Singh Auditorium only after getting duly filled and signed application form from the outsider user/organizer.
4. The letter regarding the confirmation of booking of Main Hall, Seminar Halls/Crush Halls of Ch. Ranbir Singh Auditorium will be issued by XEN-In-Charge of Ch. Ranbir Singh Auditorium only after receiving maintenance charges with GST. XEN-In-Charge of Ch. Ranbir Singh Auditorium will deposit duly filled and signed GST form (**Annexure-B**) to the account branch of the university. The record of same will be kept by the office of the XEN-In-Charge of Ch. Ranbir Singh Auditorium.
5. If the booking is cancelled by the user due to any reasons, then an amount as follows will be deducted from refundable security. The same may be deposited through demand draft of RTGS separately:

Main Hall (1800 Seaters)	= Rs. 30,000/-
Seminar Hall-I (250 Seaters)	= Rs. 15,000/-
Seminar Hall-II&III (125 Seaters)	= Rs. 10,000/-

XEN-In-Charge of Ch. Ranbir Singh Auditorium will ensure that said amount has been deposited. In case the said organization/ institution/ organizer does not deposit the amount deducted in lieu of cancellation of booking then after the approval of Vice-Chancellor the said organization/ institution/ organizer be debarred from the booking of Ch. Ranbir Singh Auditorium in future.

6. An amount of Rs. 20,000/- per hour for Main Hall, Rs. 10,000/- per hour for 250-seater seminar hall and Rs. 6,000/- per hour for 125-seater seminar hall and Crush Hall will be charged for the use beyond 8 hours. The user(s) shall pay the extra charges online on the spot failing which the same will be recovered from the refundable security.
7. In case, any tax/levy in respect of the function / activity is required to be paid, the user(s) shall pay the same.
8. The user(s) will be responsible for safety and security of the Ch. Ranbir Singh Auditorium property during the event/programme/function. If any damage is done to any item (s)/equipment(s) or any theft is noticed in the Ch. Ranbir Singh Auditorium during the function, the user(s) shall bear the cost of such theft/damaged item(s)/ equipment (s) etc. The actual cost, at market rate will be assessed by University Works Department of such theft/damaged item(s)/equipment(s) etc. This cost shall be deposited online on the spot failing which the same will be recovered from the refundable security.
9. If the cost of damage/theft items exceeds to the amount of refundable security, the security shall be forfeited and excess amount shall be paid by the user(s) online on the spot.
10. The user(s) shall be responsible for keeping the allotted hall(s) and used premises of the Ch. Ranbir Singh Auditorium neat and clean. It is the sole responsibility of the user(s) to clean the crush hall and the kitchen area outside the crush hall after serving refreshment/lunch/dinner etc. If the garbage in form of wrappers of eatables, disposable cups, plates, used bouquet etc. is found after the event then a fine of Rs. 10000/- will be imposed on the organizer(s). The organizer(s)/user(s) shall pay the fine online on the spot failing which the same will be recovered from the refundable security.
11. The refundable security amount will be refunded only after the satisfaction that no recovery is to be made on account of any damage/theft/fine/cancellation of booking etc. XEN-In-charge of Ch. Ranbir Singh Auditorium will issue a certificate (**Annexure-C**). The office of XEN-In-charge of Ch. Ranbir Singh Auditorium will keep this certificate in record after every event/function/programme.
12. The user(s) shall ensure that the number of their guests does not exceed the capacity of respective Hall(s) of Ch. Ranbir Singh Auditorium. No extra seat shall be allowed to be placed in the Main Hall /Seminar Hall(s)/ Crush Hall.
13. The booking shall be subject to availability of the Ch. Ranbir Singh Auditorium on any day and its final approval by the Vice-Chancellor.
14. In the event of unfortunate co-instances, the University shall have the right to cancel the booking.
15. The user(s) shall not use the Ch. Ranbir Singh Auditorium for the purpose other than what is mentioned in the Application Form.

16. The user(s) shall not use the Ch. Ranbir Singh Auditorium and/or its premises for screening/ presentation of any objectionable activity like pornographic scenes/files.
17. The user(s) shall be entirely responsible for any risk or damage to life or property of any person (organizers, performers and audience or spectator). The University shall not bear any cost towards such losses / damages.
18. VVIP Lounge of the Ch. Ranbir Singh Auditorium shall not be allowed for use by any outside agency and shall not be considered as part of the Auditorium for the purpose.
19. The use of Auditorium Main Hall/Seminar Halls/Crush Hall will not be allowed for any political activities by the political parties.
20. The user shall have to intimate the name of Chief Guest invited for the programme/function at the time of booking on the prescribed Performa.
21. The payment will be accepted through bank demand draft or through RTGS.
22. The University shall not be responsible for any failure of electricity, generator, air-conditioning plant etc. on account of any unforeseen reasons, technical or otherwise.
23. The vehicles shall have to be parked at the place specified for the purpose.
24. No extra facility shall be provided by the University to the user at the venues except that are made available by the University.
25. No interior decoration shall be permitted in the Auditorium Complex i.e. Main Hall, Seminar Halls & Crush Hall.
26. No cooking will be made in pantry of Crush Hall. No table & chairs made of iron/steel of tent house will be allowed inside Ch. Ranbir Singh Auditorium.
27. Smoking is strictly prohibited and inflammable material is not allowed to be carried inside Ch. Ranbir Singh Auditorium.
28. No persons/students shall be allowed to bring/carry bag/eatable items or any other article in the Auditorium building.
29. Main Hall of Ch. Ranbir Singh Auditorium may be allowed for a commercial event under special circumstances. The event to be organized is of National/International level and it should promote harmony in the society. The performer should be well known figure recognized at National/International level. The performer may be a Singer/Magician/ Dancer/Comedian/ Motivational Speaker etc. The Hon'ble Vice-Chancellor may allow such commercial event only after the recommendations by a committee consisting of Registrar, Proctor, DSW. The maintenance charges for booking of Main Hall with Crush Hall of Ch. Ranbir Singh Auditorium will be Rs.10,00,000/-+18% GST = Rs. 11,80,000/- (Rs. Eleven lacs eighty thousand only) and Security Deposited will Rs.5,00,000/- (Five lacs only). The duration of event/programme will be upto 8 hours. An amount of Rs. 1,25,000+18% GST per hour will be charged for use of main hall beyond 8 hours. The organizer / user(s) will furnish an affidavit duly attested by notary as per **Annexure-D**. In absence of affidavit, permission for organizing the event/programme will not be granted. For booking of Main Hall of Ch. Ranbir Singh Auditorium the organizer/user will submit a request in writing to the University Works Department. The XEN-in-Charge of Ch. Ranbir Singh Auditorium will put up such requests before the above said Committee for its recommendation. The

recommendation of the Committee will be placed for its approval of the Hon'ble Vice-Chancellor.

30. These terms/conditions/Policy are to be followed in letter true & spirit by all. However, the Vice-Chancellor may relax the maintenance charges for booking of Main Hall/Seminar Hall -1/ Seminar Hall -2/ Seminar Hall -3/Crush Hall in special circumstances by recording reasons, in case of Govt. Departments only.
31. The user(s) shall abide by all the rules and regulations and other terms and conditions, revised from time to time, for booking/use of the Ch. Ranbir Singh Auditorium.
32. The decision, especially with regard to any required interpretation of rules, of the Vice-chancellor shall be final and the legal jurisdiction shall be limited to Hisar only.


1417195
REGISTRAR
Guru Jambheshwar University
of Science & Technology, HISAR


GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

APPLICATION FOR BOOKING

 (For other Centre/ State Govt./ Semi Govt. Departments/Private Registered Academic/
Business/Social Organizations/ Institutions)

1. Name of Department/Organization/Institution: _____

2. Name of authorized Applicant: _____
Address: _____

Mobile No. : _____
Email: _____
3. Purpose/Nature of Function/Event: _____
Requirement:

Main Hall	<input type="checkbox"/>
Seminar Hall No. -1	<input type="checkbox"/>
Seminar Hall No. -2	<input type="checkbox"/>
Seminar Hall No. -3	<input type="checkbox"/>
Crush Hall	<input type="checkbox"/>
4. Chief Guest of the Function: _____
4. Date(s) of booking from: _____ to _____
5. Duration of booking from: _____ hrs.

7. Equipment required to be used during the function:

Sound system	Yes / No
Video Projection	Yes / No
Green Rooms	Yes /No
8. I/We have read carefully all the standard terms & conditions available on the University Web site/University Works Department. I/We will abide all the terms and conditions.

(Contd...)

I/We do hereby solemnly affirm and undertake the following:

1. That the Ch. Ranbir Singh Auditorium, GJUS&T, Hisar will be used for organizing the function for Social, Cultural, Educational or some other noble cause and/or the purpose which has been stated in the application being submitted to the University.
2. That the programme to be organized is not commercial. There will not be any ticketing or selling of any items.
3. That no drugs/alcohol and other intoxicating material or any non-veg. will be allowed in to the Auditorium compound and no eatables, snacks or water shall be taken inside the auditorium by the audience and/or the organizers themselves.
4. That the sanctity, security and cleanliness of the Ch. Ranbir Singh Auditorium, GJUS&T, Hisar will be maintained by me/us.
5. That I/We will be responsible for any damage and/or theft caused to the Auditorium/ its premises during the function/programme.
6. That I/We will be fully responsible to compensate fully to make goods losses or damages to any property, for any legal discrepancies/claims fines imposed by any authority for holding the function/programme organized in Ch. Ranbir Singh Auditorium.
7. The number of guests entering the Ch. Ranbir Singh Auditorium in Main Hall, Seminar Hall-I, Seminar Hall-II & III will not exceed 1800, 250 & 125 respectively and it will be me/our responsibility to identify them and to assist the Security personnel in regulating their entry both to the Auditorium Compound and the Hall.
8. That I/We will abide all the rules and regulations framed by the University for the Operation Use and maintenance of Ch. Ranbir Singh Auditorium.

Signature : _____

Date: _____

(Office seal) : _____

Name of Applicant (s): _____

Mobile No. : _____

Email : _____

GST FORM

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR (HARYANA)			
GSTIN: -06AABAG8052C2Z2			
PARTY GSTIN: - URP	Place of Supply	Invoice No.	Date
	UWD,GJUS&T, Hisar	UWD/25/	
Description of Service	HSN/SAS CODE- 9987		
Maintenance Charges of Main Hall, SeminarHall-1, Seminar-2, Seminar Hall-3 & Crush Hall of Ch. Ranbir Singh Auditorium			
Total			
GST	SGST	9%	
	CGST	9%	
SGST + CGST			
Grand Total			
Name of Party:			
Amount Chargeable			
In words			
	For GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR		
Terms & Conditions Applied:		Authorised Signatory	
All Disputes Subject Matter to Hisar Jurisdiction Only			
Bank Account Detail:			
NAME: REGISTRAR, GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR			
Bank Account Detail:			
A/cs No.: 4674000100036542			
IFSC Code: PUNB0467400			
CC:			
Asstt. Registrar (Accounts), GJUS&T Hisar (01662-263108			

CERTIFICATE

It is certified that Main Hall/ Seminar Hall-I/ Seminar Hall-II/ Seminar Hall-III/ Crush Hall and premises of Ch. Ranbir Singh Auditorium, GJUS&T, Hisar has/have been checked after the event.

Status	Please tick ✓
Satisfactory	Yes
Security amount be refunded.	Full/ Partial

The amount to be deducted for the use beyond 8 hours from the refundable security amount:

Rs. _____

OR

Status	Please tick ✓
Unsatisfactory	Yes
Security amount be refunded.	Partial/NIL

The details of amount may be deducted from the refundable security amount:

Booking Cancelled: Rs. _____
 Cost of damage/theft items: Rs. _____
 Fine in lieu of uncleanness: Rs. _____
Total Amount Deducted: Rs. _____

If amount to be deducted exceeds the refundable security amount:

Excess Amount to be deposited: Rs. _____

Signature
(XEN-in-Charge of the Auditorium)

AFFIDAVIT

I/We _____ S/o D/o _____ Resident of
 _____ on behalf of _____ do here by
 solemnly affirm and declare as under:

1. That the Ch. Ranbir Singh Auditorium, GJUS&T, Hisar will be used for organizing the function _____.
2. That I/We have read carefully all the standard terms and conditions mentioned in the policy of Ch. Ranbir Singh Auditorium, GJUS&T, Hisar. I/We will abide all the rules and regulations mentioned in the policy for the operation use and maintenance of Ch. Ranbir Singh Auditorium.
3. That no drugs/alcohol and other intoxicating material or any non-veg. will be allowed in to the Auditorium compound and no eatables, snacks or water shall be taken inside the auditorium by the audience and/or the organizers themselves.
4. That the I/We will be responsible for any damage and/or theft caused to the Auditorium/ its premises or any other property of the university during the function/programme. I/We will pay the loss caused to the university.
5. That I/We will be fully responsible to compensate fully to make good loss or damage to any property, for any legal discrepancies/claims fines imposed by any authority for holding the function/programme organized in Ch. Ranbir Singh Auditorium.
6. That I/We will submit the NOC from District Administration for organizing the said programme well in advance. It will be my/our sole responsibility to maintain law and order during the programme.
7. The number of guests entering the Ch. Ranbir Singh Auditorium in Main Hall will not exceed 1800 and it will be my/our responsibility to identify them and to assist the Security in regulating their entry both to the Auditorium Compound and the Hall.
8. That the sanctity and security and also cleanliness of the Ch. Ranbir Singh Auditorium, GJUS&T, Hisar will be maintained by me/us.

DEPONENT

Date:

Place:

VERIFICATION:

Verified that the contents of the above affidavit are true and correct to the best of in knowledge and belief.

DEPONENT