



GUIDELINES FOR ALLOTMENT OF

Main Auditorium

AIIMS Rishikesh

1. **Purpose:**

- Main auditorium of AIIMS Rishikesh for holding Departmental, National or International Conferences/Seminars by the Departments of AIIMS Rishikesh Government of India.
- Common functions of AIIMS Rishikesh Institution (Organized by Institution Function committee) or any other programmes as per directives from Ministry of Health and Family Welfare would get priority over the above.

2. **Facilities:**

- Permission is not given for bringing in equipment, furniture and other items from external sources.
- Main auditorium of AIIMS Rishikesh is equipped with audio-video conference facilities of international standard, including local area network facilities.
- Facilities at Main auditorium of AIIMS Rishikesh are provided on “as is where is” basis. No addition/alteration or modification is permitted or entertained.

3. **Events Permitted s:**

- Academic Events only on approval from Competent Authority
- Organize has to ensure-: (1) Sound Engineer AV Person
(2) Security In- Charge
(3) Housekeeping In-charge
(4) Mask/ Social Distancing

Charges will be as follows:

- Event charges 15,000 INR+ GST – Per day
- Security deposit 10,000 INR

Note: All protocols as per minutes of HFW to be followed

- Organizers may make their own arrangement to provide ushers and interpreters. Security clearance for the personnel so deployed should invariably be obtained.
- Organizers should make their own arrangement for back-drops and additional sign- boards in consultation with the Executive Engineer.

4. Who can apply:

- Appropriate Member of the Organizing Team (Organizing Chairman/Secretary) or equivalent person may apply for allotment of the Auditorium.

5. Steps to apply:

Application for allotment must be submitted in the prescribed form available in website of AIIMS Rishikesh at least one week before the proposed date of the function. Applicants are advised to provide all details asked for in the form. The following steps need to be taken by applicants:-

- a. Availability of the venue must be ascertained from the *Dean Academics Office*.
- b. Administrative approval of the Event must be attached with the prescribed form.

Advance Booking:

- a. For international conferences and functions of international nature: upto 12 months before the date of function.
- b. For National & State conference: upto 6 months before the date of function.
- c. For other functions: upto 3 months before the date of function.
- d. **APPLICATION DOES NOT GUARANTEE BOOKING.**

6. Application and Allotment:

- a. Completed approved application form with requisite documents and full payment receipts should reach Dean Academics Office at least two months before the date of function.
- b. Allotment is liable to be cancelled without prior notice if any VVIP visit to Institution /or as decided by Executive Director AIIMS Rishikesh.
- c. Executive Director AIIMS Rishikesh reserves the right to cancel an allotment any time without assigning any reason. No damages can be claimed for such cancellation.

7. Postponement and Cancellation

- a. Notice for postponement/cancellation of a function should reach the Dean Academics Office at least 15 Days prior the date of function (excluding the date of function) failing which refund will not be allowed. (Exclusive of GST)
- b. If the organizers are advised to postpone or cancel a function by AIIMS Rishikesh, full amount of license fee will be refunded or adjusted against future booking. (Exclusive of GST)
- c. Organizers should give intimation regarding cancellation of booking in writing to the Office of the Dean Academics.

8. Refunds

- a. Refund of licence fee is allowed on the basis of cancellation of allotment letter issued on approval of competent authority AIIMS Rishikesh.

9. Damages

- a. Damages to the furniture and fittings or losses of any kind caused during the use of accommodation are to be made good by the allottees. The Auditorium staff and Auditorium committee will determine the amount payable on this account and their decision will be final and binding on the allottees.
- b. Overstay will be charged on hourly basis as Rs 1000/- per hour.

10. General: -

- a. There shall be no allotments for the three national holidays, i.e., 26th January, 15th August and 2nd October.
- b. Allotment is valid from 9.00 AM. to 6:00 PM of the specified date(s).
- c. Application for allotment should be given to Dean Academics (and allotment committee) and approval by Competent authority.
- d. *A booking is confirmed only when full payment is made.*

11. Dos and DON'Ts :

- a. **Do** observe the security and other functional norms prescribed by the Administrative authorities of AIIMS Rishikesh.
- b. **Do** sign the occupation and vacation reports available with the caretaker, while taking over and handing over the venue.
- c. **Do not** over-crowd the halls with more than the prescribed number of invitees.
- d. **Do not** shift the furniture items from their fixed locations.
- e. **Do not** over stay at the premises and beyond the prescribed hours.
- f. **DO NOT ORGANIZE ANY CULTURAL PROGRAMME WITHOUT SPECIFIED PERMISSION.**
- g. No food is permitted inside the main hall of the Auditorium
- h. **NON-VEG AND SMOKING ALCOHOL IS STRICTLY PROHIBITED IN AND ANYWHERE AROUND THE AIIMS AUDITORIUM PREMISES.**

Annexure I

Application Form Main Auditorium AIIMS Rishikesh

Name and Designation of Person requesting:

.....

Department:.....

Event Name :

Organizing Body/Associations :.....

Regional/National/International Event :

Conference/Workshop :

Proposed Dates of Event :

Number of Days requested :

Expected Number of Delegates/Participants:

Date : Sign of Applicant:.....

Receiving/Forwarding Member : Comment:.....

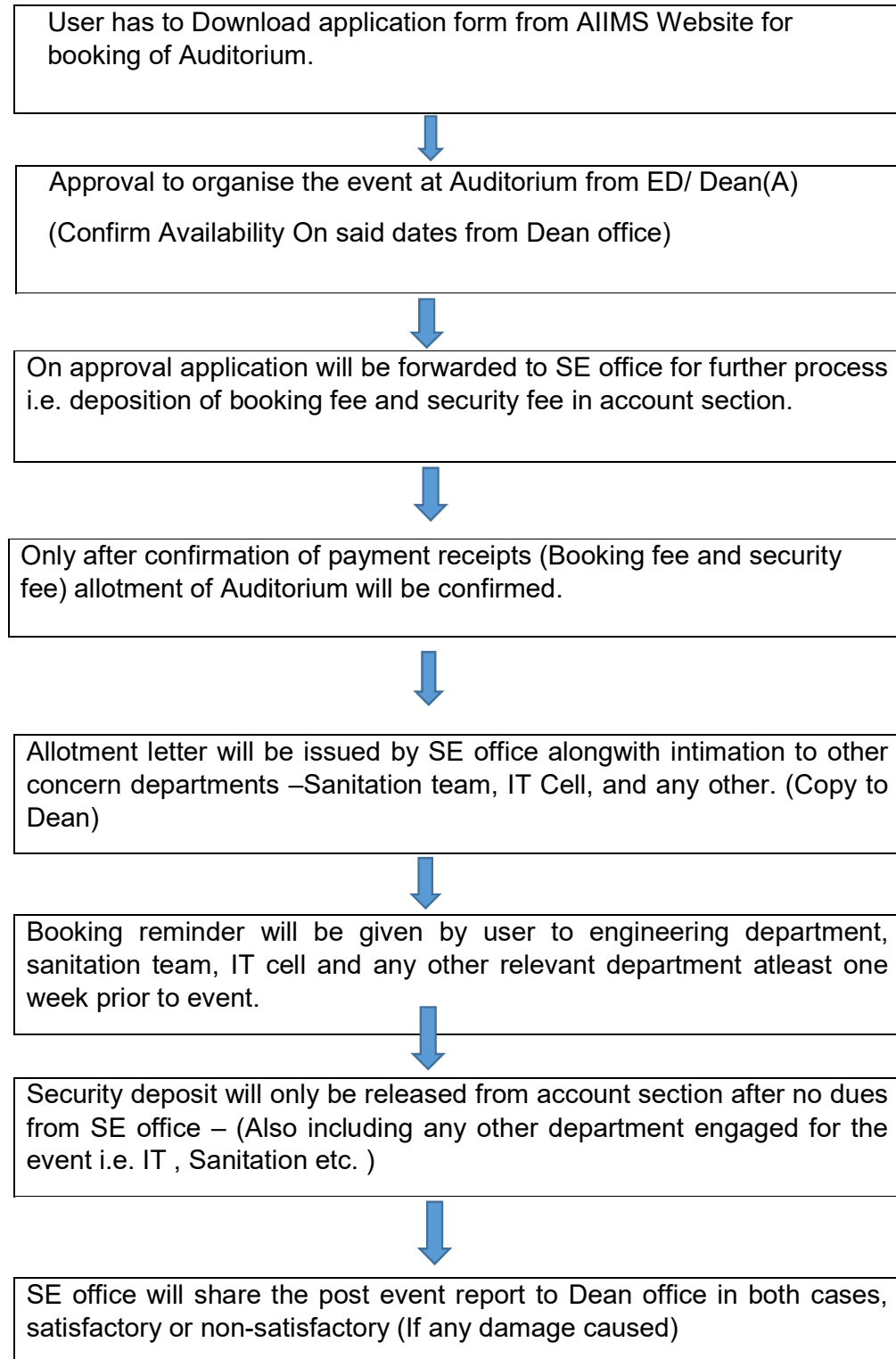
Dean Academics :Comments :

Director :

Permitted /Not Permitted
(Permission does not mean allotment)

Date:

Flow Chart for booking of Main Auditorium



AIIMS RISHIKESH (MAIN AUDITORIUM)

Name	AIIMS Rishikesh
Bank	PNB Bank, Pashulok Branch
Account Number	6189000100021125
IFSC/NEFT Code	PUNB0618900



All India Institute of Medical Sciences Rishikesh – 249203
अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश - 249203

No Dues Form for releasing the security fees deposited for booking of main auditorium.

Department_____Event Coordinator (Department)_____

S No.	Name of Departments	Officer- In-Charge (With Designation)	Signature
1	SE Office		
2	Sanitation Dept.		
3	IT Cell		
4	Store Office		

Remark:- (Satisfactory /Non-Satisfactory)