



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**

Notification No: 13 (Est.) of 2023
Dated: 10.08.2023

Sub: Rules & Regulations governing allotment of Baba Jitto Auditorium, SKUAST-Jammu-regarding.

As approved by the Competent Authority, revised Rules & Regulations governing to allotment of Baba Jitto Auditorium, SKUAST-Jammu are hereby notified, as contained in Annexure I & II to this Notification.

**Sd/-
Registrar**

No.: AUJ/Est./G-580/23-24/4646-4735
Dated: 10.08.2023

Copy for information to:

- All Officers of the University_____
- I/c University Examination Cell, SKUAST-Jammu
- All Heads of Divisions_____
- Chief Scientist, WMRC/FSR, Chatha
- Nodal Officer, Data Center for uploading on University website
- All Incharge Stations/Sub-Stations/KVKs/CSSs_____
- Nodal Officer, Baba Jitto Auditorium, Chatha
- All Joint Registrars/Joint Comptrollers_____
- All Dy. Registrars/Dy. Comptrollers/CPA&O_____
- All Assistant Registrars/Assistant Comptrollers_____
- SVC for the kind information of Hon'ble Vice-Chancellor
- Notification file (w.3.s.c)


Asstt. Registrar (Est.)

10/8/2023

SKUAST
UNIVERSITY

**RULES AND REGULATIONS FOR HIRING OUT THE BABA JITTO AUDITORIUM,
SKUAST JAMMU, CHATHA**

PROCEDURE FOR ALLOTMENT

1. A written request on prescribed Form for the booking of Baba Jitto Auditorium and/or its other facilities shall be submitted to the office of the Nodal Officer at least 20 days prior to the date of scheduled function/use. The confirmation of booking will be given at least 10 days prior to the date for which the booking has been requested.
2. The University reserves the right to deny the use of venue(s) to the requisitioner and also to cancel permission granted at any time without assigning any reason thereof.
3. After the University confirms the booking of the venue(s) for the scheduled programme, a copy of the entire schedule of the programme along with the names of the dignitaries invited, shall be made available in the office of Baba Jitto Auditorium at least 7(seven) days before circulation of the same. The requisitioner shall also be required to deposit hiring charges and security amount at least 5(five) days before the scheduled date of programme.
4. In case, the requisitioner requests for cancellation of the booking then the refund of amount deposited in advance i.e. hiring charges including refundable security deposit will be in the following manner:
 - a. In case, the cancellation of the booking of the venue(s) is requested prior to the confirmation of the booking by the University, full hiring charges deposited will be refunded.
 - b. In case, the cancellation of the booking of the venue(s) is requested 07-10 days prior to the date of the scheduled event only 75% hiring charges deposited will be refunded.
 - c. In case, the cancellation of the booking of venue(s) is requested within 05-07 days prior to the date of the scheduled event then 50% of the hiring charges deposited will be refunded.
 - d. In case, the cancellation of the booking of the venue(s) is requested 02 days prior to the date of the event then 100% of the hiring charges deposited will be forfeited.
5. The hiring charges shall be only for 08 hours in a day and if any programme/schedule extends beyond 08 hours, the applicant shall have to pay extra charges as defined in the tariff chart.
6. The organizers will be allowed to display only three banners at a specified place including Main Gate, Outside the Auditorium Complex and one inside the Auditorium Hall. Additional banners can be displayed with the prior permission of Nodal Officer, Baba Jitto Auditorium.
7. In exceptional cases of University/National interest, the Vice-Chancellor shall have the powers to waive off the rental charges in part or in toto.




IMPORTANT INSTRUCTIONS

1. Baba Jitto Auditorium Complex will be available only for academic, scientific, literary and cultural activities.
2. Baba Jitto Auditorium Complex will not be made available to any political party or frontal organization including students organization affiliated to any political party.
3. The applicant shall be required to apply through authorized representative/ any person authorized to do so by their organizations/departments.
4. The organizer/user shall be required to indemnify the University against any loss/damage caused to the property of the Auditorium Complex during the scheduled event and the same shall be recovered from him in one go.
5. An appropriate action will be taken against the organizer/user for any type of indiscipline/misbehavior, as deemed fit by the University Authorities.
6. The organizer/user shall not use any firecracker/ explosive items, multiple colors or drive nails, paste any adhesive/tape on furniture and other equipments or spoil/damage/disfigure the Auditorium Complex and its constituents in any way. The user shall not remove the existing furniture articles and fixtures from their respective places. Heavy machinery or any other heavy articles shall not be allowed inside the Auditorium complex.
7. The organizer/user shall be required to remove their own property and belongings immediately after the event is over. In case, he fails to do so, the user shall have to pay the demurrage charges equivalent to 25% of the hiring charges for each hour from the closure time mentioned in the booking form.
8. Eatable or drinks of any kind shall not be allowed inside the Auditorium/venue(s).
9. Spitting, smoking chewing of gum, eating/chewing of paan or committing any kind of nuisance within the Auditorium Complex shall not be allowed.
10. Only the participants, artists and technicians connected with the scheduled event and/or management staff will be allowed access to the stage, back stage and guest rooms. Any of the said persons found indulging or behaving indecently shall be got out forthwith. The violations of any of the above rules shall invite disqualification of the organizer/user.

DO'S:-

- i. Make Rangolis or floral decorations at designated places only.
- ii. Stick posters/banners on standees at designated places only.
- iii. The Organizer/Authority will be responsible for the conduct/behavior/discipline of the invitees/participants/students.

Don'ts:-

- i. Do not carry/serve beverages, cold drinks or any type of eatables inside the Auditorium.
 - ii. Do not smoke or chew betel nuts inside the Auditorium.
- 

- iii. Do not carry arms, ammunitions or inflammables inside the auditorium.
- iv. Do not damage/spoil the seats, carpets inside the auditorium.
- v. Do not place any posters or banners on walls inside or outside the auditorium.
- vi. Do not stand on the seats.
- vii. Do not sit more than one person on a single seat.
- viii. Do not park vehicles in front of the entrance gate of the Auditorium.
- ix. Do not overcrowd the auditorium or its premises.
- x. Do not display goods/products inside the Auditorium.
- xi. Do not play sound system/loud music after 10:00 pm in auditorium premises.
- xii. Do not use firecrackers/ explosives within the premises of auditorium.

The Organizer of the event/function shall be responsible for the safety of life of participants and property inside the auditorium/the campus of SKUAST-J and indemnify any loss/damage caused.

Disclaimer:

Whatever views are expressed during speech/ oration/ debate/ drama inside Baba Jitto Auditorium, are orator's/person's/actor's personal view and SKUAST-J administration has nothing to do with that. SKUAST-Jammu do not support any anti-national or communal/ religious sentiments/ provoking statements made by anyone during any of the event.





**Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Main Campus, Chatha, Jammu-180009**

APPLICATION FORM SEEKING BOOKING OF BABA JITTO AUDITORIUM,

Part-I

(To be filled in by the applicant)

1.	Name of the applicant (individual/organization) in capital letter	
2.	Address	Office Address: _____ with Ph. No. _____ & email _____
3.	Date(s) and time of required facility	Date :- Time :- From _____ to _____
4.	Purpose of required facility	
5.	Nature of proposed event/programme (political and religious programs are not allowed).	Commercial/non-commercial/personal
6.	Details of tickets/entry fee levied for event/programme, if any.	
7.	Number of persons expected to be in the campus during use of required facility	
8.	a) Advance fee Booking details b) Security deposit (refundable)	a) Cheque/DD/Cash Receipt No: _____ Date: _____ b) Cheque/DD/Cash Receipt no: _____ Date: _____
9.	Generator facility details	Required/not required (If required then the details of charges to be deposited @ Rs..... Per hour)
10.	Any other information	
11.	Bank details for online payments	
	Accounts Type	Saving
	Account No:	1235040500000099
	Name of Bank	Jammu and Kashmir Bank Ltd.
	IFSC Code	JAKA0EAURSP
	MICR Code	180051087

DECLARATION

I/we hereby declare that

- The information furnished above is true and correct to the best of our/my knowledge and nothing is concealed therein.
- This application made is bona-fide only for the purpose(s) mentioned in this application form.

- c) will abide by the rules of the SKUAST-J governing such bookings.
- d) The parking of vehicles will be ensured at the designated place only.
- e) undertake to use the booked facility/accommodation in a proper and dignified manner and there shall not be any prohibited activity in any manner whatsoever and upon finding the same, the SKUAST-J is free to take any appropriate action against me/us.
- f) indemnify the University against any loss/damage caused to the property of the Auditorium Complex/Campus during the event and the same shall be recovered from me/us in one go.

Date: _____

Signature:- _____
Designation with stamp

FOR OFFICE USE

Nodal Officer
Recommended/Not-Recommended

Registrar:
Recommended/Not-Recommended

