



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION &
RESEARCH

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)

भारत सरकार / GOVERNMENT OF INDIA

धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

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No. Admn.I.8(80)/2021

Dated:

29 JUN 2024

CIRCULAR

Sub: Rules & Regulations for the allotment of Dr APJ Abdul Kalam Auditorium - Reg.

Ref: 2nd meeting of DAC held on 21.06.2024

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With reference to the above, the undersigned is directed to convey the amended Rules and Regulations for the allotment of Auditorium are enclosed for information. These rules will be effective from the date of 1st July 2024. All future bookings as well the bookings already made for the Auditorium for dates on or after 01.07.2024 will also governed by these rules. For bookings already made, the difference amount has to be paid as per the amended Rules & Regulations.

Encl: As stated above

Signed by

Hawa Singh

Date: 29-06-2024 13:10:19

(HAWA SINGH)

SENIOR ADMINISTRATIVE OFFICER

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer
जिपमेर, पुदुच्चेरी / JIPMER, Puducherry

To:

All HODs/Officer in-Charge/ Section In-charge – To circulate.

Copy to :

1. PS to Director/M.S./ DD(A)/ Dean(Research)/ Dean (Academic)/ Dean (Karaikal)
2. PA to Sr. Admn. Officer/Sr. Acc. Officer,
3. Officer-in-Charge of Community Hall/Auditorium
4. Officer-in-Charge of IT Wing – To upload in JIPMER website.
5. OIC, Hindi Cell – To translate in Hindi version and upload in official website.



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No. Admn.I.8(80)/2021

Dated: 29 JUN 2024

Rules & Regulations for the allotment of Dr. APJ Abdul Kalam Auditorium, 2024

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Terms of Hiring:

1. Prescribed application is available on the website: www.jipmer.edu.in
2. Allotments are made per day on rental charges prescribed by the Institute.
3. Allotments made on Institute, Official, Semi-Official, and Private events.
4. All the matters will be dealt with by the rules framed for allotment of the Auditorium.
5. The decision of the Director / Chairman of the competent committee / OIC is final.

Facilities Available:

Main Auditorium : Seating Capacity: 740

- i. Main Hall,
- ii. Pantry,
- iii. Exhibition room,
- iv. Dining hall,
- v. Parking area

Annexes

- i. Multipurpose Hall
- ii. Conference Hall

Infrastructure details:

Parking area with capacity to accommodate more than 100 four-wheelers/vehicles. Front view lawn with water fountains. Balcony, Toilets, Spacious verandah, Fire Alarm, Security Services, etc.

1. Details of stage lights and other technical facilities:

A five-foot raised dais with approaching stairs. Space for 20 seats in two rows. Nearby corridors. Entry and Exit ways for VIPs. Backdrop display facilities. Decoration space. Podium with Mics & Lights. Electrical points for electronic equipment. Curtain & proscenium, etc.

2. Graphic view of Auditorium:

Exquisite face lifts with lighting display, glassed doors, stairs, ramp for walk wide Verandas, side rooms, toilets, sideways, balcony soundproof roofing, fully air-conditioned.

3. Layout plan:

Standing in the middle of the vast area, the front side has a lawn view on the left side with a parking facility, the right side has an open space facility, etc.

4. Rates of Hiring charges: with effect from 01st July, 2024:

	Type of Allotment	Charges Per day	Cautio n deposit	Over stay charges	Remarks
1	Private Functions	Rs 175,000 +18% GST (Rs.206,500)	Rs75,000	Rs 10,000/-	All damages will be charged as actuals. Rental Charges Per Day means 9 AM To 9 PM Overstay charges beyond 9 PM per hour basis Including use of - Air-Conditioned Food Court Diesel charges will be extra in case DG is used.
2	Other Government functions (Govt. University and Institutions)	Rs 75,000 +18% GST (Rs.88,500)	Rs 50,000	Rs 5000/-	
3	JIPMER Institute Functions	NIL			
4	Departments of JIPMER organizing Conference /CME/Workshop in Association with State or Regional or National or International Societies/Associations	Rs 51,000 +18% GST (Rs60180)	Rs 30,000	Rs. 5000/-	Including Use of use of Air-Conditioned. Food Court. Diesel charges will be extra incase DG is used.
5	Departments of JIPMER organizing Conference /CME/Workshop (Indigenous without involvement of State, Regional or National or International Societies)	Rs 30,000 +18% GST (Rs.35,400)	Rs 15,000	Rs 5000/-	
6	Official Functions of KV No.1 JIPMER campus.	Rs 25,000 +18% GST (Rs.29,500/-)	Rs 15,000	Rs 5,000/-	

5. Booking procedure and Timing:

Prescribed Application forms are available on the website www.jipmer.edu.in. The prescribed charge has to be deposited into the JIPMER cash section.

Full Day: It means 12 hours (Including Preparation & Vacation)

Additional charges for extra hours as per the rate above.

6. Application Forms:

Available on the website www.jipmer.edu.in Email:-auditorium@jipmer.edu.in

Terms and Conditions of Allotment of Auditorium:

The allotments consist of the following facilities:

Main hall, Pantry, Exhibition Room, Dining Hall, Parking Area, Multipurpose Hall, Conference Hall
Charges are applicable as per the rates notified by the Committee/ Director. The Director, JIPMER or his authorized authorities have the powers of all allotments, relaxation of rules, waiving of rental

charges, etc., the organizer has to submit the application with a schedule of program schedule. The cancellation charges will be levied if the program is cancelled.

The Caution deposited will be refunded after deducting damages, if any, and overtime charges. The Organizer/applicant will have to deposit all the allotment charges in one lump sum for the days in the JIPMER cash section, or D.D. may be drawn in favour of the Director, JIPMER, payable at Puducherry.

Auditorium authorities will not allow more people than the seats available. Eatables and Beverages are not allowed inside the hall(s). Organizers have to secure the necessary/mandatory licenses, approval, etc., as required before the event. Penalty fines occurring due to non-compliance will be borne by organizers, and the penalties and overtime charges will be deducted from the caution deposit.

AVAILABILITY

1. The Auditorium will be available on a per-day basis as mentioned above. No booking will be made for national holidays viz; 26th January, 15th August and 2nd October except for Institute functions and Govt. departments.

2. The Management reserves the right to cancel the allotment of the Auditorium at any time without assigning any reason. No damage can be claimed by the hirer or any other persons for such cancellations whatsoever. The Management reserves the right to refuse the booking of the Auditorium to any party without assigning any reason.

3. The Auditorium will not be used for political functions/ meetings. Other activities like coaching centres and classes/ tests by private agencies cannot be held at the Auditorium. Private functions include functions of educational institutes (schools, colleges) and other cultural activities. It will not be allotted to any commercial organization or for any commercial activities. For all private functions allotment, the Director has the discretion to refuse.

4. It is mandatory to get the Director's approval before allotting for all the events.

RESERVATIONS

The Auditorium shall be reserved on written request in the prescribed Proforma only (Annex. 1). No booking will be considered/ confirmed unless the hire charges and other charges as mentioned above are actually received by the Management and communication about the booking issued by the Management to the hirer.

HIRE CHARGES

(a) The hire charges for the Auditorium and other connected accommodations will be as detailed above.

(b) In case of any revision in the license fee/hire charges, the hirer shall have to pay the difference in advance.

GENERAL CONDITIONS FOR HIRING

The organizers shall not issue ticket/invitation cards in excess of the seats available in the Auditorium and print prominently on the ticket/invitation cards the following: - "Entry to the Auditorium will be closed as soon as the hall is full: Handbags, Camera, Helmets, Eatables, Drinks (including water bottles), and Fire Arms are not allowed inside the Hall". In the event of restrictions being imposed on account of security by the Management of the Auditorium or any other authority having jurisdiction in the area on the working or movement of labour/material, the organizer shall strictly follow the same. The loss of time on the account, if any, shall have to be made by generating additional resources etc. General Security restrictions are given as under:-

a. The organizer shall inform in advance about the number of vehicles entering the Auditorium Complex along with their registration no.

b. Vehicle movement shall be regulated in accordance with the rules of the Auditorium.

c. Stay of labour/workmen will not be allowed in the Auditorium beyond the permissible time limit.

d. A list of materials being brought inside the Auditorium, along with a list of the workers/ additional security guards, shall be made available to the AE(C) of the Auditorium in advance.

e. As and when there are security requirements, certain additional restriction(s) can be imposed as per the situation's requirement.

f. The organizer shall be responsible for the behaviour and conduct of his workers. No worker with doubtful integrity or having a bad record shall be engaged by the organizer.



g. No other food supplier/caterer shall be permitted to operate/provide food, eatables etc., inside the Complex other than the Caterer of engaged. In case of violation of any guidelines for hiring of the Auditorium, your booking will be cancelled forthwith with no refund.

OTHER CONDITIONS:-

1. The shifting of furniture already provided in the Auditorium is not permissible.
2. No electrical appliances other than those already provided in the building will normally be allowed to be used. If extra appliances are considered essential, they may be used with the prior permission of the Management, and the decision of the Management will be final and binding on the hirer.
3. No equipment or material posing a fire hazard shall be used for storage in any place within the Auditorium, and the Director shall have the right to review the same at the risk and cost of the hirer. The hirer shall be held responsible for any damage or loss to the Auditorium in case of any mishap due to storage of such materials.
4. No loudspeakers shall be allowed in any part of the Auditorium's premises without prior written permission of the Management.
5. If any extra lights are desired a temporary electric connection must be obtained by the hirer.
6. The security guard of the Management will be posted at the entrance gates and inside the Auditorium foyers for the general security and safety of the premises. The Management also reserves the right to bar the entry of any person (s) or material within the premises of the auditorium foyers or green room, etc., if the same are considered undesirable in the public interest.
7. No space meant for public circulation will be blocked.
8. The catering points may be used for soft drinks and snacks, but their preparation in the Complex shall in no case be permitted.
9. The allottees are to obey conditions imposed by Auditorium / JIPMER Authorities from time to time.
10. It is noted that after a function decorations are sometimes not removed by the hirer, this causes inconvenience to others. Decorations and banners cannot be put outside the premises. It is mandatory that all decorations are removed by the hirer at the end. Otherwise, no dues will be issued, and advances will be forfeited.
11. Any dispute between the allottees and Auditorium / JIPMER Authorities, the decision of the Auditorium / JIPMER Authorities is final.

Any disfigurement of the Auditorium is forbidden.

The application shall not drive nails in any part of the building or furniture, nor do any such act as would spoil or disfigure the Auditorium in any way. He shall not also remove the furniture or other articles and fixtures from their original positions.

Auditorium Authorities/JIPMER Authorities are not responsible for failures of services.

The Auditorium is equipped with a stage, sound and light equipment, air conditioning, etc., for efficient service. Every effort shall be made to maintain order in the service. Management shall not be responsible for any failure of breakdown or curtailment thereof. Further, for a breakdown of water and electricity services, Auditorium/JIPMER authorities are not responsible.

Orderly conduct of program(s) binding on the applicant

All programs and proceedings of the meeting or gatherings conducted by the applicant shall be orderly and, entirely lawful and strictly within the scope of the objects for which the use of the Auditorium is permitted. The applicant shall undertake all responsibilities and shall in no way, be held responsible in this matter. The applicant shall ensure that no damages take place to the property, furniture, fixtures and fitting of the Auditorium.

Smoking and other nuisances forbidden

Spitting, smoking, committing nuisance of any kind or otherwise, making any portion of the Auditorium of furniture wall, etc., dirty in any way is strictly prohibited, and the applicant shall be responsible for the observance of these rules.

Badges for artist

The applicant shall provide proper badges (signs) to the artists and all other persons who are required to work on the stage. Only persons wearing badges shall be allowed on the stage.



Authority to enter Auditorium

The Custodian, Manager, Officers and staff of the Auditorium and connected with the Auditorium Department shall have full authority to enter any part of the stage or Auditorium during the use of the same by the applicant.

Fire Precautions

“Under no circumstances candles, panthies, diyas, incense sticks or no such inflammable materials be allowed in the Auditorium premises even if it is a part of drama or event. However, one lighting lamp would be allowed on the stage for the inaugural purpose only.”

Insurance Cover

The applicant shall make his own arrangements for insurance coverage for all types of risks for his own property and the life of third parties. Auditorium does not accept any responsibility for any loss or damages to the property and life in whatever manner or any liability towards him or third parties.

Gate Pass

No materials will be allowed to be taken out of the Auditorium hall without the valid gate pass obtainable from the officer authorized by the Manager of the Auditorium. The applicant should ensure that all dues have been paid and a clearance certificate obtained from the authorized officer before any material is allowed to be taken out.

Cancellation rules & Regulation

Where cancellation is made 30 days prior to scheduled programmes, a refund will be made after deducting 10% of the total amounts paid. If cancellation is made in less than 30 days, a refund will be made after deducting 25% of the total amount paid. In an unavoidable situation, if the cancellation is made from JIPMER, a full refund will be issued.

This is issued with the approval of the competent authority.

Signed by

Hawa Singh

Date: 29-06-2024 13:29:28

SENIOR ADMINISTRATIVE OFFICER

वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer

जिपमेर, पुदुच्चेरी / JIPMER, Puducherry