

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

BABA SAHEB BHEEM RAO AMBEDKAR CONVENTION CENTRE

(BOOKING REQUISITION FORM)

Dated: _____

1. Name of the School/Division/Unit/Cell: _____
 2. Subject / Topic: _____
 3. Booking date with timings: _____
 4. Number of Participants: _____
 5. Details of VIP / Chief Guest: _____
 6. Have you obtain the approval of Director/PVC/VC(*Kindly enclose the copy) : _____
 7. Details of the Organizer:
 - i. Intercom No / Mob. No: _____
 - ii. E-mail Id / Address _____
 8. Any Technical requirement (* Kindly sent separate request to the Director, EMPC in detail):
 - i. Audio/Video recording _____
 9. For projection / Networking related facility / help & assistance in Committee rooms:
 - i. *kindly send a request to the Head Computer Division.
 10. Any Floral decoration: - (*Kindly contact to the Horticulture Cell):
 - i. Flowers on Dias / Stage / Room: _____
 11. For Catering needs: Pl. Specify (Tea/Lunch/Dinner) and contact University Guest House / Canteen / Other Caterers.
- ** Kindly fill up the Feedback / suggestion form & submit to the office for record / ref. /. Improvement in the Services at the Convention Centre (**It is mandatory on the part of organizer).**

[Contact us: conventioncentre@ignou.ac.in , Intercom: 3404, 3405.]

(Signature of the HOD)

FOR OFFICE USE ONLY

NO: IG/CC/2010/

Dated:

With reference to the above request, we hereby confirm the booking of: _____ from
_____ to _____ in the _____ for the above said subject.

Officer-in-Charge, CC
Chief Security Officer

Tech. Asstt.

Copy to:

1. Director / E-in-C (M), EMPC: for kind information.
2. CPO, CMD: for kind information.
3. Security Office, CC.
4. Office copy.
- 5.

**** Kindly use booking form for the smooth operation of Convention Centre.**

Guidelines for booking of Convention Centre, IGNOU, Maidan Garhi. New Delhi

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- A. **The Convention Centre will remain RESERVED for the following activities of IGNOU and not be available for booking for any other activities:**
- 1) One week before Prof. G. Ram Reddy Memorial Lecture Day on 2nd July of the year.
 - 2) One week before Foundation Day on 19th November of the year.
 - 3) One week before Convocation day
 - 4) Any pre-scheduled important function/event of IGNOU.

- B. **The Convention Centre will be available for booking on working days/holidays for the following purposes:**
- 1) Activities related to Universities.
 - 2) Academic events viz. National & International Seminars, Workshops, Conferences, Registration etc. of Schools/ Divisions/ Centre/ Units/ Cells of IGNOU.
 - 3) Activities related to IGNOU's Students, IGNOU-Literary and Cultural forum (ILCF), IGNOU Sports and Cultural Committee duly approved by Competent Authority.
 - 4) Health related camps organized by School of Health Science duly approved by Competent Authority.
 - 5) GBMs of IGNOU Academic and Non-Academic association duly approved by Competent Authority.

**Although IGNOU's official functions/ Meetings/ Conferences/ Events etc. will be given priority, yet if any outside institutions have booked and paid all the charges in advance with confirmation of booking in writing, their function will also be treated at par with IGNOU.*

- C. **The Convention Centre Will be available for booking after office hours/ on holidays for the following purposes:**
- 1) Academic events viz. National & International Seminars, Workshops, Conferences, Registration etc. of Schools/ Divisions/ Centre/ Units/ Cells of IGNOU.
 - 2) Activities of outside Institutions with specific approval of Hon'ble Vice-Chancellor.
 - 3) Lectures of General Interest with specific approval of Hon'ble Vice-Chancellor.

- D. **The Convention Centre will not be available for booking for following purposes:**
- 1) Commercial and business activities.
 - 2) Marriage or any other function of self/Sons/Daughter of IGNOU Employees.
 - 3) Political meetings
 - 4) Dharma.

- E. Foyer outside may be permitted to be used for display, exhibition, serving tea/ snacks, Lunch and Dinner.
- F. Back parking (EMPC building side) may be permitted to be used for temporary kitchen by the private caterers with refundable security deposit of Rs. 5,000/- (to compensate any damage by the caterers). Arrangement for water will have to be made by the caterers themselves.
- G. Additional charges will be charged in case of utilization of any other facility/ extended duration.
- H. The request for booking will have to be submitted to CSO along with a copy of approval and complete details of the programme at least one week in advance.
- I. The request for technical support or Audio/Video coverage etc. (on separately chargeable basis, subject to availability) will have to be submitted to Director (EMPC) with all relevant details and requirement at least one week in advance.
- J. The request for Network related facility (on separately chargeable basis, subject to availability) will have to be submitted to Head(Computer Division) with all relevant details and requirement at least one week in advance.
- K. Any inconvenience caused due to non-compliance of timings/rules, Convention Centre will not be responsible.
- L. Catering activities are not permitted in Main Lobby. It may be permitted outside the building in specific area.
- M. Eatables are strictly prohibited in the Main Hall and Committee rooms.
- N. CMD/CDU will be responsible for ensuring AC/Power & Water supply at Convention Centre.
- O. Pasting of Posters/Papers/Pamphlets/Direction boards etc. on the walls or anywhere in and around the Convention Centre is strictly prohibited.
- P. The Rates for booking of the Convention Centre are as under:

Sr.	Venue	Seating Capacity	Rental Charges For 4 Hrs./ 8 Hrs		Refundable Security Deposit
1.	Main Hall	498	Rs. 20,000 /	Rs. 30,000	Rs. 5,000/-
2.	Committee Room	50	Rs. 4,000 /	Rs. 6,000	Rs. 2,000/-
3.	Committee Room	25	Rs. 2,000 /	Rs. 3,000	Rs. 1,000/-

**The Rental Charges include the existing facility viz. Central AC, Services lights, Basic Technical Facilities like PA system, Conference Stage light etc..*

- Q. Convention centre will be booked without any rental charges for official functions/events of IGNOU, but OTA/ Honorarium for the staff deployed for the function during non- working hours/ holidays will be payable as per IGNOU's rule.
- R. CSO will coordinate amongst and arrange to send a copy of the booking invariably to all the concerned.
- S. A compulsory security deposit for outside except at S.No. F on pre-page.

P. Marudam

Tegkishan kaul

Udit

22/3/2016