



Ref. No.: IITM/DSRIC/02/2020/06-19

Date: 19-06-2020

NOTIFICATION

Subject: Conference Facilities at IIT Mandi: Usage Policy and Charges

Based on the recommendations of the Deans' Committee the competent authority has approved, the policy regarding usage charges for various conference facilities available with the Institute. The details are as under:

Indian Institute of Technology Mandi is having ample facilities to arrange conference/seminars/talk/workshop/Academic/Scientific-Events/cultural events in the campus. At present, the institute consists of an auditorium having seating capacity of 740 people and three halls A (seating capacity of 100), B (seating capacity of 80) & C (seating capacity of 40) in the north campus. In addition, there are three well-equipped NKN classrooms and conference rooms i.e. A1-NKN classroom (seating capacity of 150), SC NKN classroom (seating capacity of 120), A4 conference room (seating capacity of 40).

The auditorium is equipped with the following facilities:

Audio visual facilities

Projector having high lumens

20 surround sound system

Array speakers

Interactive PPT equipped podium in the stage

Instrumentation and vocal mics

Digital signal mixer with recording

HVAC functionality

Hall A, B, C in north campus and three conference rooms at south campus are equipped with:

Projector with high lumens

Speakers

Wireless Mics

Motorized screens

Air conditioner

NKN facility

In case of booking of above-mentioned facilities for sponsored workshops/conferences/cultural events etc. the following are the terms and conditions.

General Terms and Conditions

Bookings

1. All bookings are to be made up by a written request enclosing the details of the events including the target audience.
2. Following receipt of written communication, the tentative booking is subject to other conditions. On approval of the request, an intimation will be issued from SRIC&IR office and necessary advance must be paid as per the intimation from SRIC&IR office, failing which the booking shall be considered as cancelled.

3. The official events of the institute will be accorded highest priority (for which bookings should be made at least one month in advance), followed by the events conducted by the institute faculty members or student gymkhana (for which bookings should be made at least two months in advance), which are followed by the events of external users (for which the bookings should be made at least three months in advance.) Bookings outside these windows are subject to availability and will be confirmed on the first come, first served basis, subject to satisfying other conditions.
4. The booking of entrance area of the auditorium complex is permitted and charges are to be paid separately. The outside area i.e lawn at the center of the village square need to be booked separately.
5. The Dean(SRIC&IR)/Director reserves the rights to cancel the booking / event, under exigencies, at any time without assigning any reasons.
6. All legal disputes are subject to the jurisdiction of Mandi Court only.

Rentals, Payment & Cancellation

1. Rentals indicated at the time of booking will hold good if there is no revision, but the ruling rentals will apply during event dates. Booking is confirmed only on receipt of payment and accepting our terms and conditions.
2. All payments are to be made online to the following account :

A/C Name : IIT Mandi SRIC Fund
 Account No. : 7315000100034378
 IFSC Code : PUNB0731500
 Bank : PUNJAB NATIONAL BANK
 Branch : IIT Mandi Branch

Advance payment indicated in the intimation must be made on time and the balance has to be paid one week before the event date. For the events of external users, the advance can be as high as 100% of the total charges, while for the events of institute users, it can be as high as 50% of the total charges. Apart from the payment of advance, all bookings must be accompanied by security deposit equivalent to one day charge for the event.

3. The complex shall be made available between 8:00 AM to 7:00 PM on event days and 9:00 AM to 5: 30 PM on preparatory days. For the event of external users, if the event extends beyond 7:00 PM, then additional charges at 25% of regular hall charges will be made for use between 7:00 PM and 9:00 PM and at 50% of regular hall charges beyond 9:00 PM. Prior intimation is necessary for such usage after 7:00 PM. Events of the internal users may be exempted from these overshoot charges.
4. IIT Mandi will not be liable to refund the rental amount if the organizers cannot use the auditorium due to riot, fire, strike, failure of electricity or any other natural calamities during the event (force majeure).
5. In case of any damage caused to the IIT Mandi property during the conduct of the event the same must be replaced at the organizer's cost.
6. All cancellations including postponement are to be communicated to the SRIC&IR office, in writing under acknowledgement, during the working hours of the office. Cancellation over the telephone or oral instructions shall not be accepted.
7. Preponement or postponement of an event would be considered only if the REQUIRED FACILITY is free on the required date and on an additional payment of 10% of the charges fixed for the required facility. However, one preponement or postponement is permitted without charges, if the communication is received 10 days in advance.
8. If the cancellation is made one month or earlier from the event date, then 50% of advance payment will be refundable. In case, the cancellation is made two weeks before the event, then only 25% advance payment will be refundable. If the cancellation is made less than two weeks before the event, only 10% of the advance will be refundable.

Services

1. The air condition plants will be operated only on event days and about an hour before the commencement of the event.
2. Any agency required for special services related to the event will have to be engaged by the organizer.
3. The institute will provide only the standard toiletries i.e. tissue for western style toilets, liquid washing soap and urinal cakes. It shall be the choice of the organizers to use exotic variety of toiletries and they shall make their own arrangements for the procurement and disposal of the same. Flushing of items such as plastic cups, spoons, sanitary napkins is strictly prohibited.
4. Temporary electrical connections and use of external DG sets are not generally permitted. Under no circumstance permission shall be granted for illuminations/ decoration of the auditorium premises/ auditorium/ dais with electrical lights and fittings or garlands.
5. Only the sounds and lighting system provided in the complex shall be used for event and usage of additional audio systems, PA system, Hi-Fi speakers, Lights, LED Screen, etc. will not be allowed.
6. Entry to AV control rooms is strictly prohibited for security reasons.
7. All lights & sound controls will be taken care by auditorium staff only.
8. Labour support for shifting the belongings connected with the event inside or outside the complex will be the responsibility of the organizer.

Food

1. Serving and carrying of meals, snacks, and beverages inside the auditorium and seminar halls etc is strictly prohibited.
2. Serving/consumption of alcoholic beverages and smoking is strictly prohibited in the campus.
3. Serving of dinner at the seminars halls and other facilities mentioned above is **STRICTLY PROHIBITED**.
4. No catering facilities are available, however, the organizer may take help of catering facilities available with the institute. The organizer will have to make arrangements at its end only.
5. Food leftovers, disposable plates, spoons, glasses etc., are to be packed in the garbage bags and carried back. Washing of utensils, throwing of food remains and disposables are strictly prohibited.
6. Use of LPG stove, tea/coffee – vending machines, furnace for tandoor and electric stoves/ ovens is strictly prohibited.
7. The food serving tables/chairs/tents are to be removed soon after the event and the venue to be cleared/washed to remove any stains, oil spills etc.
8. It is the responsibility of caterer/event manager to co-ordinate with the organizer/ secretary of the event to ensure that the premises be kept clean throughout the event days by deploying sufficient number of house-keeping staff.

General

1. Number of occupants (identified delegates or invitees) in the auditoria shall not exceed the prescribed seating capacity.
2. Fireworks of any kind is not permitted in any part of the campus.
3. IIT Mandi assumes no responsibility for theft/loss of personal belongings.
4. The organizers shall inform SRIC&IR office about the visit of VIPs to the event in advance giving the details of the event and the list of VIPs.
5. Our telephone number, email id, names of our staff shall not be published either in print or in web-page as contact for providing details of your event.
6. The authorized staff-members of the IIT Mandi shall have the right to enter any part of dais, green rooms and auditoria during any time of an event for the purpose of overseeing/ inspection/ security.
7. Lighting of oil-lamps is permitted only on the stand provided for the same. Placing flower bouquets/pots/garlands is permitted only on the designated parts of the dais. This must be discussed in advance with the administration of auditoria complex.
8. Cultural event must be performed or arranged within the auditoria. Foyer areas cannot be used for orchestras, dancing or any other type of programs. Exhibition stalls shall be installed only in the designated places, height of any stall should not exceed 8 feet. Usages of adhesive based mat/carpets is not allowed for any purpose anywhere in the auditorium complex. Only non-adhesive mats should be used in the stall designated places for the purpose of assembling the stall.
9. IIT Mandi has parking space for about 100 small cars and 200 two wheelers. Organizer shall have to make alternate arrangements beyond the permitted limits. Parking shall be done only in the designated area. Parking of vehicles on the roads in and around the venue is strictly prohibited.
10. Venue must be handed over in the condition in which it was occupied i.e. clean condition.
11. Only ready-to-install stalls/banners/backdrops are permitted. Carpentry and welding work in the premises are strictly prohibited. Banners/ branding of the event must be done strictly at designated place only. Arches, buntings, and cutouts having event related details can be fixed outside at any part of the area allotted for the event.
12. For ISD/STD/FAX/Internet facilities, BSNL contact address can be obtained from the office.
13. It is mandatory on part of the organizers to meet the security officer, SRIC&IR and provide the details concerning the number of delegates, foreign delegates' participation and other information as may be deemed necessary from the security point of view at least 2 weeks before the event.
14. Violation of any of the above mentioned rules may incur a penalty of Rs. 5,000/- per violation, per day.
15. Any exception to the above stated policy norms requires approval from Dean (SRIC & IR) or the Director.

In case of breach of any of the above terms and conditions, an event may be stopped at any stage and the rental paid shall be forfeited. The IIT Mandi reserves the right of booking the conference facilities and the decision of the Dean (SRIC&IR)/Director, IIT Mandi shall be final and binding on the sponsors/organizers.

Usage Charges:

S. No.	Site Name	Location	Area	Seating Capacity	For internal organizers (in INR)		External users/party /organizers (in INR)
					Full Day	Half Day	
1	A1 NKN Classroom	A1	South Campus	150	4,000	2,800	10,000
2	SC NKN Classroom	Stable Complex	South Campus	120	1,000	600	2,500

3	A4 Conference Room	A4	South Campus	35	1,000	600	2,500
4	Auditorium	Auditorium Complex	North Campus	738	20,000	14,000	50,000
5	Conference Hall A	Auditorium Complex	North Campus	100	4,000	3,000	10,000
6	Conference Hall B	Auditorium Complex	North Campus	80	2,000	1,500	5,000
7	Conference Hall C	Auditorium Complex	North Campus	42	1,000	700	3,000

- The foyer, lawn, and halls of the auditorium complex have the following charges.

Foyer: INR 2,000 (for internal users), INR 5,000 (for external users)

Lawn: INR 5,000 (for internal users), INR 10,000 (for external users)

Hall (each): INR 1,000 (for internal users), INR 2,500 (for external users)

No charges are to be paid for hosting internal events (such as meetings, seminars, colloquia, and other academic/official activities) and events of the students gymkhana or its various constituent clubs in A1-NKN classroom, SC-NKN Classroom, and A4 Conference Room. However, for all sponsored events of internal users the charges as per the table above are to be paid for the usage of these three venues.

-S/d-
Assistant Registrar
SRIC&IR

To:

1. Director office
2. Faculty members
3. Finance & Account Officer
4. DR (Audit & Legal)
5. SRIC File

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