




VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

The undersigned is to convey that the Upacharya, on the recommendation of the Committee constituted by the competent authority, has been pleased to approve the rates to be charges for using Lipika auditorium and Natyaghar of the University for the purpose of holding various academic programmes such as conference, seminar, cultural programmes etc. as well as the terms & conditions for using the same as specified in the overleaf for implementation with immediate effect.

This supersedes all Notifications/Office Orders issued earlier to this effect.

No. Reg/Notifi/156
Date: 13.01.2015
Encl: as stated.


Registrar
Visva-Bharati

Copy to :

1. All Provosts/Directors/Adhyakshas of all Bhavanas/Vibhagas
2. Heads of all Academic and Administrative Departments/Offices
3. Finance Officer – with a request to place it before the next F.C
4. Internal Audit Officer
5. Joint Registrar, Establishment
6. Deputy Registrar, Accounts
7. Deputy Registrar & C. S. to Vice-Chancellor
8. P. A. to Registrar
9. University Webmaster – to upload it on the University Website



VISVA-BHARATI

Rate chart for Lipika Auditorium

Sl. No.	Particulars	Academic Programmes (Seminar, Conference, Workshop etc.)			Cultural Programmes organized by Bhavanas / Departments and Associations of the University	Students Programmes organized by the Students Bodies (except Nabin Baran, Farewell Programme etc.)	Other Organizations (only Academic Programmes)
		Science, Agricultural Science etc. Funded by DST, UGC etc.	Internally funded [by the University]	Other than Science			
1.	Upto Four hours	Rs. 10,000/-	Rs. 6,000/-	Rs. 3,000/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 10,000/-
2.	Upto Eight hours	Rs. 20,000/-	Rs. 10,000/-	Rs. 5,000/-	Rs. 5,000/-	Rs. 3,500/-	Rs. 20,000/-

Rate chart for Natyaghar

Sl. No.	Particulars	Academic Programmes (Seminar, Conference, Workshop etc.)			Cultural Programmes organized by Bhavanas / Departments and Associations of the University	Students Programmes organized by the Students Bodies (except Nabin Baran, Farewell Programme etc.)	Other Organizations (only Academic Programmes)
		Science, Agricultural Science etc. Funded by DST, UGC etc.	Internally funded [by the University]	Other than Science			
1.	Upto Four hours	Rs. 7,500/-	Rs. 4,000/-	Rs. 3,000/-	Rs. 3,000/-	Rs. 2,000/-	Rs. 7,500/-
2.	Upto Eight hours	Rs. 15,000/-	Rs. 7,500/-	Rs. 5,000/-	Rs. 5,000/-	Rs. 3,500/-	Rs. 15,000/-

Note : Refundable Caution Money : Other organizations shall pay (in DD/Pay Order in favour of Deputy Registrar, Accounts, Visva-Bharati) an additional amount @ of 25 per cent of the user charges as caution money deposit which will be refunded within 7 working days from the date of handover of the premises to Visva-Bharati. Any damage caused by the permitted users to the furniture and fittings of the premises shall be recovered from the Caution Money Deposit. If the amount of damage caused is more than the Caution Money Deposit then the balance amount shall be borne by the permitted users.

P. Sanyal

Karma-Sachivã 13/01/2015
(Registrar)
Visva-Bharati

❖ **Terms & conditions for use of Natyaghar & Lipika auditorium:**

1. "Premises" in this terms and conditions shall mean the Natyaghar and Lipika.
2. User Charge include maintenance costs, electricity bill, Gov't taxes and duties (if applicable) etc.
3. User Charge will not be applicable for University's common functions & festivals like Anandabazar, Sarodotsova, Vasantsova etc.
4. The premises cannot be used for any purpose other than for which it has been permitted.
5. The premises cannot be sublet/assign to any other person or body by the permitted user.
6. Monetary value of any damage caused by the permitted user to any furniture & fittings of the premises shall be recovered from such user. In addition, such user may be debarred from using the premises in future.
7. In no case, any political party, club, commercial organization etc. shall be permitted to use such premises.
8. Other organization will mean recognized School, College, University, Gov't organization, Santiniketan Trust, recognized Associations/ Trusts/ Committees associated Visva-Bharati etc.
9. The user shall ensure sanctity and cleanliness of the premises shall also observe pollution norms like sound limit, waste disposal etc.
10. Use of alcoholic drinks, narcotic drugs, *Khaini*, *gutkha* etc. are strictly prohibited within the premises. Any person found using such items will be spot fined with an amount of Rs.500/- (Rupees five hundred only). In addition, such person may be asked to clean up the premises and or bear the cost of cleaning /mopping etc.
11. Display of commercial advertisements (like signboard, poster, banner etc) shall not be normally permitted. Banners, posts showing sponsorship can be used only within the permitted area.
However, such permission will not be given beyond the boundary wall/ fencing of the said premises.
12. Cooking, littering, dining inside the premises shall be strictly prohibited. Only precooked food items can be served in designated places ensuring complete cleanliness and hygiene.
13. The user shall ensure that antisocial elements, drunken persons etc. do not enter into the premises during the programme and shall also report at once to the Watch & Ward, V.B. any disturbance or anti-social activity.

14. Parking of cars and two-wheelers is not guaranteed. Only a limited number of cars /two-wheelers belonging to VIPs/ organizations can be parked in a disciplined way inside or adjacent to the fenced premises adjacent to Lipika or Natyaghar. Other cars/two-wheelers shall be parked at designated parking areas of the University against parking fees if required.
15. No ticket/ entry passes shall be sold against money for entering into Natyaghar and Lipika for any programme organized by the permitted users.

❖ **Process of use:**

1. Application in the prescribed Form shall be addressed to the Provost, Sangit-Bhavana and submitted at Estate Office V.B.
2. Estate Office after proper scrutiny, shall forward the application to the Provost with necessary comments or recommendations.
3. The Provost may accept or reject the application and send back to Estate Office.
4. On approval of the Provost, Estate Office shall fill up the relevant portions of the Form showing description of the users, charges, deposit of caution money, etc. and send it to the Accounts Office in duplicate.
5. Estate Office shall issue instruction to the person or agency entrusted with the upkeep & maintenance of Lipika & Natyaghar.
6. To make the process effective, the upkeep/maintenance contract for the premises shall be managed by Estate Office.
7. Since up-keep /maintenance of the premises will heavily involve maintenance of sound system, electrical devices, general cleaning and gardening also, there may be a 5-member committee to deal with upkeep /maintenance issues of the premise. The same committee will act as Tender /Purchase committee related to the premises.
8. The aforesaid committee may include (1) Ashok Mukherjee, AE (Elec.) (2) Ansuman Biswas, AE (W) (3) One faculty member/technical member from Sangit-Bhavana (4) A.R. (Accounts), Santiniketan (5) Subrata Paul, Jr. Engineer, Estate Office.