

Office of the Registrar :: Tezpur University :: Napaam :: Tezpur

OFFICE ORDER

No: TU/15-1/Estate/ 105

Dated : 29th April 2020

This is for information of all concerned that the rent of various facilities/ premises within the University campus has been revised and it will come into force with immediate effect. Details as stated below -

1) KBR Auditorium:

Purpose	Rent
a) Official(TU)	Nil (Operator's charge is to be Paid if it is beyond working hours or holiday)
b) Official (Non-TU)	Rs.8000/-for 05 hours duration and charges for manpower is extra at actual.
c) Non-Official	Rs.32000/ for 05 hours up to 10.00PM. Beyond 05 hours Rs.4000/ extra per hour. Operator's Charge extra at actual and charges for other workers (Skilled/semi-skilled/unskilled) if required will be as per GOI wage rate.

2) Council Hall :

Purpose	Rent
a) Official(TU)	Nil (Operator's charge is to be Paid if it is beyond working hours or holiday)
b) Official(Non-TU)	Rs.4500/ (Half Day) and Rs.8000/(Full Day)
c) Non-Official	Rs.6500/(Half Day) and Rs.12000/ (Full Day) Charges for operator and other workers will be extra as above at actual).

Seminar Hall :

The committee further suggested that there will be two separate rate for departmental Seminar Hall including the conference hall of the Guest House. Details as stated below.

Venue	Rent
With capacity <100	Rs.2500/-for 05 hours and beyond 05 hours Rs.1000/extra per hour (for Non-official TU) and Rs.5000/(Fixed) for Non-Official).
With capacity >100	R.3500/ for o5 hours and beyond 05 hours Rs.1000/extra per hour (for Non-Official TU) and Rs.7000/(Fixed) for Non-Official).



4) Community Hall :

Purpose	Rent
a) Official(TU)	Nil (Operator's charge is to be Paid if it is beyond working hours or holiday)
b) Official (Non-TU)	Rs.2500/for each event(Fixed).
c) Non-Official	Rs.5000/ for 05 hours and beyond 05 hours, additional amount of Rs.1000/ per hour will be charged.

5) Play Ground : (For Sports Activity)

Purpose	Rent
a) Official(TU)	Nil
b) Official (Non-TU)	a) Daytime : Rs.2500/ each event b) Day & Night : Rs.7000/ " (Up to 11.00PM) c) Only Night : Rs.5000/ " (----do-----)
c) Non-Official	a) Daytime : Rs.5000/ " b) Day & Night : Rs.15000/ " (Up to 11.00PM) c) Only night : Rs.10000/ " (----do-----)

6) SOE Play Ground:

Purpose	Rent
a) Official(TU)	Nil
b) Official (Non-TU)	a) Daytime : Rs.2000/ each event. b) Day & Night : Rs.4000/ " (Up to 11.00PM) c) Only night : Rs.3000/ " (-----do-----)
c) Non-Official	a) Daytime : Rs.4000/ each event b) Day & Night : Rs.8000/ " (Up to 11.00PM) c) Only night : Rs.5000/ (-----do-----)

7) Space near KBR Auditorium:

Purpose	Rent
a) Official(TU)	Nil
b) Official (Non- TU)	a) Daytime : Rs.2500/ each event. b) Day & Night : Rs.5000/ " (up to 11.00PM) c) Only night : Rs.3000/ " (-----do -----)
c) Non-Official	a) Daytime : Rs.5000/ each event b) Day & Night : Rs.10000/ " (up to 11.00PM) c) Only night : Rs.7000/ " (Up to 11.00PM)

A. 28/6/22

8) Exhibition/Expo/Demo of their product in the University campus :

In view of frequent request received from outside Vendors/Dealers for Exhibition/Expo/Demo of their product in the university campus, the committee recommends the charges as stated below

Venue	Rent
a) Near Marketing complex	Rs.8000/ per day
b) Near Community Hall(Play Ground)	Rs.15000/- "
c) In the SOE field	Rs.10000/ "
d) Sports field for other purpose	Rs.15000/ "

Outsiders desirous to put stall in the campus i.e. during any event they have to pay Rs.5000/ for food stall per day and Rs.3000/ for other stall in addition to the charge for the venue

9) The committee further recommends to levy some charges on the following activities.

- a) Rehearsal rate for KBR Auditorium : Rs.5000/Fixed other than official use. Hiring charge of manpower will be extra at actual
- b) Rehearsal rate of other halls : Rs.1500/fixed other than official use. Hiring Charges as mentioned above.
- c) Cancellation/postponement charge : Rs.500/fixed.
- d) Hiring of security personnel for outsider's programme will be at actual.
- e) For supplying of Indoor plant pot for the venue(Council hall, Community hall and KBR only, the rate is Rs.20/ each depending on the availability.
- f) Engagement of university staff for outside programme, the organizer is required to pay honorarium as per university rule.

10. Penalty Clause:

- a) Organizers are not allowed to temper any electrical panel/Switch Board without permission of the Engineering Cell and violation will lead to imposition of penalty charge.
- b) Organizers of the event are to take over the venue before the event and hand over the same to the respective controlling officer after the function is over in good condition. Any damage or breakage is noticed on the fixture or other assets, the organizer is to pay the cost @ double the cost of the fixture. CCTV camera is in place inside hall and any nuisance created inside hall will be immediately detected for necessary action.
- c) The organizers are to ensure that vehicles of the Guests and others are parked at designated place (to be identified by the Security Officer of the university).



d) The University practices the "Swatchch Bharat Abhiyan" in letter and spirit and expects the organizers to maintain cleanliness at the event venue.

e) The University does not allow its premises to be used for organizing any programme aimed at furthering any political/religious agenda.

f) Eatables are not allowed inside the halls. Penalty will be imposed if anybody is found carrying eatables inside the halls.

Violation of any of the above will lead to penalty of Rs.10,000/-

Issued with due approval.


(Hridoy Saikia)

Joint Registrar

Memo No: TU/15-1/Estate/ 105

Dated : 29.04.2020

Copy to :

1. Secretary to VC for kind information of Hon'ble Vice chancellor, Tezpur university
2. The finance officer, Tezpur university
3. All Heads of Teaching/ Non Teaching Departments, Tezpur University
4. The Cultural Officer , Tezpur University
5. The Deputy Registrar (Estate), Tezpur University
6. Concerned file


(Hridoy Saikia)
Joint Registrar