



Date: 31st August 2026

POLICY FOR UTILIZATION OF VIVEKANANDA SABHAGAR
BY RGIPT OFFICIALS OR DEPARTMENT

Objective:

This policy outlines the terms and conditions, procedure, and charges applicable for the usage of Vivekananda Sabhagar at RGIPT by RGIPT officials or Department for academic and technical related programme.

Procedure for obtaining approval:

1. Application / Formal Request Letter Submission

- (a) The RGIPT official/faculty members must submit a formal request letter at least 15 days in advance, addressed to the Director, RGIPT, Jais specifying:
- (i) Date and duration of proposed event
 - (ii) Nature and purpose of the event
 - (iii) Expected number of participants
 - (iv) Technical and logistical requirements

2. Verification & Screening of the letter:

- (b) The application will be reviewed by the House Allotment Committee by assessing the appended below points:
- (i) Compatibility of event with RGIPT norms
 - (ii) Availability of the venue
 - (iii) Security and operational feasibility

3. Approval & Agreement:

- (c) After assessing the application / request letter on above mentioned points, the committee will put forward their recommendation for the approval of the Hon'ble Director Sir.

Usage Charges:

Vivekananda Sabhagar Rental Charges (Effective from August 2026)

Duration	Basic Rent (in Rs)	Total Estimated Cost* (in Rs)	Total Round Off Cost (in Rs)
Half-Day (4 hrs)	24,000	30,000	30,000
Full-Day (8 hrs)	42,000	50,000	50,000

*Inclusive of basic rent + cost of electricity + staff deployment (CCIS, security, housekeeping, horticulture) + maintenance.

** GST exclusive (Applicable GST will be levied)



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

Breakdown of Cost Justification:

Component	Half Day Rent (in Rs)	Full Day Rent (in Rs)
Electricity charges (ACs, lighting, audio systems)	2,000	3,000
Maintenance	2,000	2,500
Administration Charges	2,000	2,500
Total Estimated Cost	6,000	8,000
Total Rent	30,000	50,000

General Terms and Conditions:

1. Proper handing-over and taking-over shall be duty of the allottee.
2. No damage to property, furniture, fixtures, and equipment; cost of any damage will be recovered from the respective allottee/department.
3. Applicant/Allottee shall obtain all necessary permissions form Competent Authority and permission from Civic/Police Authority (wherever required)
4. Smoking, alcohol, and use of plastic are strictly prohibited.
5. No event will continue beyond **10 PM** without special permission.
6. RGIPT reserves the right to **cancel or reschedule** bookings in case of institute exigencies.

Application/ Request Letter may be addressed to:

The Registrar
Rajiv Gandhi Institute of Petroleum Technology, Jais
Email: registrar@rgipt.ac.in