



**Ravenshaw University  
Cuttack**

No. 2887 Date 05.7.2022

**OFFICE ORDER**

**SoP for the Convention Centre and Guest House of Ravenshaw University**

The following Standard Operating Procedure is hereby released with immediate effect for the smooth functioning of Convention Centre and Guest House of Ravenshaw University until further orders.

**1. SOP for the requisition of rooms in Seven Pillars of Wisdom/Convention Centre**

- i. The applicant shall apply for the requisition of rooms to the Office of the Convention Centre in the proper format at least seven days prior to the proposed event. The prescribed format will be available in the office of the Convention Centre. The same may also be downloaded from the university web site ([www.ravenshawuniversity.ac.in](http://www.ravenshawuniversity.ac.in)).
- ii. The office of the Convention Centre will verify the eligibility of the application, availability of the room, and the tariff applicable; will forward the same to the Registrar's Office.
- iii. Accordingly, the Registrar office will issue the letter/office order to the applicant regarding the allotment.
- iv. It is the total responsibility of the requisitioner to maintain the decorum of the event, an undertaking to that extent shall be obtained from him.
- v. The value of the damaged/loss of property (partial or full), if any, shall be deducted from the caution money deposited by the requisitioner. If the said value exceeds the caution money, then the excess will be recovered from the requisitioner. The requisitioner shall submit an undertaking to that extent.
- vi. Under no circumstances the organizer / requisitioner shall be allowed to cook foods/distribute food (cooked food / packet food) inside the Convention Centre Complex. Only tea/high tea is allowed. In case of a violation of this rule an amount of Rs 10, 000/- shall be charged from the requisitioner as penalty. The requisitioner shall submit an undertaking to that extent.
- vii. The requisitioner shall give an undertaking that he knows what facilities are available in the room he is giving requisition for. Once booked he cannot claim extra services from the university.
- viii. The University shall not be responsible for electricity failure during the event.
- ix. Cancellation of booking amount: 100% reimbursement of the booking amount if cancelled prior to at least 3 days of the event, 50% reimbursement of the booking amount if cancelled prior to at least 2 days of the event, 25% reimbursement of the booking amount if cancelled prior to at least 1 day before the event, 0% reimbursement of the booking amount if cancelled less than 24 hours before the event.
- x. If the event is organized on Sunday or any holiday, the organizer shall bear the wage of (Rs 1, 500/- per day per person for at least 2 support staff for one annex hall) the Convention Centre Support Staff (at present all the support staff

engaged in the Convention Centre are on daily wage and they don't come on Sunday and holidays).

**2. Who can submit requisition for halls/ rooms in Convention Centre for conducting events**

- i. Head of the Departments/Coordinators of the Programmes of the University
- ii. NCC/NSS/different sections of the university/ Vice Chancellor/Registrar/CPGC/Chief Warden/ Chairperson, Sports Council of the University / Chairperson, Cultural Club of the University /DSW / CoE/ CoF/ Doctor of the Dispensary/ Ravenshaw Radio/ Coordinators of Programmes or Cells like equal opportunity cell, IQAC, UGC/ RUTA etc
- iii. Government and non-government agencies/bodies/research units/other universities and colleges organizing any event in collaboration with Ravenshaw University/department or programme of Ravenshaw University. If any department or section etc of Ravenshaw University as mentioned in clauses 2 (i) and 2 (ii) is neither organizing nor collaborating then the application for requisition of rooms in Convention Centre shall not be considered eligible.
- iv. Alumni Association of Ravenshaw University/college or a department
- v. The rooms shall be used for conducting seminars/conferences/ workshops/ lectures/ meetings and other academic/university events only.
- vi. Under no circumstances the rooms shall be used for other purposes by any other persons/agencies/students/student bodies as well as the requisitioner mentioned in 2(ii).

**3. Tariff Chart:**

To conduct academic events Annex I, II and III and 01 Auditorium Hall (seating capacity of 800) are available in the Convention Centre Complex.

Applicant and purpose	Tariff per day (Rs) For main auditorium	Tariff per day (Rs) For Annex I/ II /III room
Departments/ Programmes/Courses/Section/Cells of Ravenshaw University for organizing academic events  (Welcome, Farewell, Annual Function, Cultural Events, Competitions etc. of the department/hostel are not allowed )	30,000	Nil (if not sponsored by any agency/ no financial assistance received from any quarter )  10% of the amount received or Rs 5000/-, whichever is maximum (if sponsored by any agency/ financial assistance received from any quarter )
Departments/ Programmes/Courses/Section/Cells of Ravenshaw University for organizing academic events in collaboration with an external agencies, government/non government	50, 000	30,000
Government and non government agencies/bodies/research units/other universities and colleges organizing any academic event (with or without collaboration) with Ravenshaw University/Section/ department or Cell etc ( as mentioned in clause ii of point 2)	2, 00,000	1,00,000
Academic Council meetings/HoD meetings/Staff meetings convened by the Vice	0	0


Chancellor/Registrar/CoE/CoF/CPGC/RUTA/ Council of University/Cultural Club of University and other registered bodies of the Universities for official/university work	Sports		
Alumni Association of Ravenshaw University/college or a department	5, 00, 000	1,00,000	
Caution money which is refundable after the event ,	30, 000	25% of the total tariff	

The tariff amount along with the caution money will be deposited in the university office counter or through online mode. The same counter will refund the caution money (as certified by the OIC Convention Centre) to the requisitioner on production of clearance certificate from the office of the Convention Centre.

#### 4. Booking of rooms in the Guest House

- The booking for the guest house accommodation can be done by an employee of the University only.
- One has to pay Rs 300/-per day for a single room for himself/herself and Rs 500/- for his/her visitor in the Guest House (GH). Room tariff will be nil, if a person stays in the GH as Guest of the University/Department. But in case of sponsored events such guests are required to pay the room tariff.
- Rooms in the GH can be booked for maximum 07 days; extension of accommodation is possible in case of vacancies.
- The check in and out time is 24 hours.
- The applicant shall apply for booking of rooms in the Guest House to the Office of the Guest House in the proper format at least Seven days prior to the arrival of the guest. The office of the Guest house will verify the eligibility of the application, availability of the room, and the tariff applicable; will forward the same to the Registrar's Office. Accordingly Registrar office will issue the letter/office order to the applicant regarding the allotment.
- The requisitioner shall give an undertaking that he knows what facilities are available in the GH. The room once booked he cannot claim extra services from the university.
- The value of the damaged/loss of property (partial or full), if any, will be recovered from the requisitioner. The requisitioner shall submit an undertaking to that extent.
- ~~Cancellation of booking amount: 100% reimbursement of the booking amount if~~ cancelled prior to at least 7 days of the arrival, 50% reimbursement of the booking amount if cancelled prior to at least 3 days of the arrival, 25% reimbursement of the booking amount if cancelled prior to at least 1 day before the arrival, 0% reimbursement of the booking amount if cancelled less than 24 hours before the arrival of the guest.

By Order of Vice Chancellor

  
Registrar  
Ravenshaw University  
Cuttack

Memo No. 2888 Dt. 05.7.2022

Copy to CPGC / OIC Stock and Store / Director IQAC / Chief Warden of Hostels / COE / DSW / COF / Asst. Registrar (Estt. Section and Accounts Section) / all OICs / all Heads and Coordinators / OIC e-Office / OIC Convention Centre / OIC System with a request to upload the Office Order & forms in the University website / Office of the Registrar / all Sections / OS / PA to Vice Chancellor for information and necessary action.

Encl: Requisition forms for booking of Convention Centre and Guest House attached.

  
Registrar  
Ravenshaw University  
Cuttack