



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

शिक्षा मंत्रालय, भारत सरकार के द्वारा NITSER अधिनियम के तहत स्थापित एक राष्ट्रीय महत्व का संस्थान

An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India

SVNIT

No.E/1384

Date :- 14.09.2026

NOTICE

Sub: Booking Charges for the Lecture Hall Complexes under the Standard Operating Procedures (SOP) for Lecture Hall Complex Management

Ref: Resolution adopted by the 60th Finance Committee and 83rd BoG Meeting held on 10.08.2026

The 60th Finance Committee and 83rd Board of Governors meeting held on 10.08.2026 approved the booking charges for the Lecture Hall Complexes as per Standard Operating Procedures (SOP) for Lecture Hall Complex Management. Accordingly, the following booking charges shall be applicable with immediate effect for the use of the Lecture Hall Complexes:

Category	Booking Charges
Institute functions	Nil
Conferences/STTPs and similar events organized by SVNIT Departments	Nil
Non-Institute organizations/bodies – up to 8 hours	Rs. 20,000/- + applicable GST
Non-Institute organizations/bodies – up to 4 hours	Rs. 15,000/- + applicable GST
Additional hours	Rs. 2,000/- per hour + applicable GST
Refundable caution deposit	Rs. 25,000/-

Further, electricity charges and other consumables, wherever applicable, shall be recovered separately from external agencies on the basis of actual consumption. A copy of SoP is enclosed at Appendix – I for ready reference.

The Director of the Institute is authorized to make necessary modifications in the SOP for management of the Lecture Hall Complexes and the applicable booking charges, as may be required from time to time.

All employees and concerned are requested to take note of the above and act accordingly.

This is issued with the approval of the Competent Authority.

Encl: as above

Amulani H. A.
14.09.26
REGISTRAR
SVNIT, Surat

Copy to:

1. Director/Dean (P&D) – for kind information
2. All Deans/All Heads of Departments/All employees
3. FIC- Lecture Hall Complex
4. CCC – for uploading the same on Institute website
5. Dispatch Section

Appendix-I

Guidelines and Standard Operating Practice for Booking of following Lecture Hall Complexes at SVNIT Surat each with seatings capacity of 208 persons:

- | | |
|--|--|
| 1. Lecture Hall Complex-1, Ground Floor | 4. Lecture Hall Complex-2, Ground Floor |
| 2. Lecture Hall Complex-1, First Floor | 5. Lecture Hall Complex-2, First Floor |
| 3. Lecture Hall Complex-1, Second Floor | 6. Lecture Hall Complex-2, Second Floor |

(i) General Rules :

1. Facilities at the Lecture Halls are provided on "as is where is" basis and no additions / alterations or modifications are permitted.
2. Allotment of the Lecture Hall Complex will be done of **"first come first serve"** basis, however institute will have overridden priority over all other prior allotments.
3. The Lecture Hall Complex will be primarily booked for academic activities such as Lectures, Seminar, Conference, Symposium, Workshops, Convocations etc. or activities related to employees and students of the institute.
4. Form available on website of SVNIT Surat, duly filled should be sent to the given office by hand or via e-mail (**dean_pd@svnit.ac.in**) at least 15 days before the scheduled event.
5. Approval of allotment will be intimated through e-mail/hard copy to the event co-ordinator, by FIC-Lecture Hall Complex.
6. The Lecture Hall Complex will not be booked for any political/religious activities.
7. All request for bookings of Lecture Hall Complex will be made to the Faculty In charge Lecture Hall Complex, appointed by the competent authority.
8. Booking amount along with caution deposit has to be deposited within 3 days of the receipt of provisional allotment order. The deposit receipt must be submitted via email/hard format within 2 days of the payment, else provisional booking held with the institute will stand cancelled.
9. Booking will be considered as confirmed once full amount (including caution deposit) is paid and the final booking confirmation is been issued by the institute.
10. The caution money will be refunded, after deducting the cost of damage (if any), reported by Faculty In charge Lecture Hall Complex or by the competent authority within 15 days from the completion of event date.
11. There are 208 seating capacity in every Lecture Hall Complex. No extra seating is allowed. A few seats in the first & Second row of the Lecture Hall Complex are reserved exclusively for the senior officials/observer(s) of the Institute and Organisers.
12. The Lecture Hall Complex will be booked for the duration between **9.00 a.m. to 8.00 P.M** only and must be vacated within one hour of the completion of the event.
13. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. SVNIT Surat administration reserves the rights to refuse booking of the Lecture Hall Complex or to revise the Lecture Hall Complex booking charges at any time without assigning any reason.
14. In case of any students event, the event can only be organized in the Lecture Hall Complex if there is External Speaker.

15. For the damage, if any, made to the Lecture Hall Complex fittings, fixtures, etc., during the course of use, the organizer will be responsible to make such loss by making payment through DD or from the caution money as may be decided by the SVNIT Surat administration.
16. The Institute administration will not be held responsible for losses/damages of the items/ properties of the organiser/third party agency hired/Guests related to the event kept in the Lecture Hall Complex/institute premises.
17. Posters/Banners will not be allowed to be stuck or pasted on any portion of the Lecture Hall Complex except at the designated space specified in the Lecture Hall Complex. Posters or notices are allowed only on standee in Foyer, outside the Lecture Hall Complex.
18. No vehicle will be allowed for parking near the entrance of Lecture Hall Complex except at the authorised parking space.
19. No extra lights or mikes or audio-video equipments will be installed by the organiser without prior permission. Any other facility to be used other than provided will require prior permission from the Faculty in-charge Lecture Hall Complex.
20. Consumption Alcohol, Tobacco (including Smoking) or any other intoxicating material is strictly prohibited in the premises of the Lecture Hall complexes or anywhere inside SVNIT campus.
21. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed.
22. For any unforeseen incident/mis-happening/ medical emergency(s) during the program, the responsibility to deal with it and compensate the losses in any form shall lie with the organizer Only. The institute will not be liable for compensation any such losses and will not be party to such incidents in any form.
23. Organisers are advised to take care of conference material/technical equipment's/personal belongings at any point of time, as SVNIT Surat administration is not responsible for their safety.
24. In view of the prevailing security environment during the event, organizers of the programme are requested to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
25. In case the organiser cancels the booking OR is unable to use the booking venue(s) (except in case of mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God), the booking amount will not be refunded. Only Caution Money deposited will be eligible for refund.
26. Organisers shall not use high sound volume in the event which may cause disturbances to the academic and other activities within the campus. Further, they shall strictly adhere to the time slot for which bookings have been made.
27. Only limited external furniture is permitted into the Lecture Hall Complex with prior approval. The furniture inside the Lecture Hall Complex should not be shifted to any other place.
28. Director, SVNIT Surat, may grant exemption from the operation of any of the rules in exceptional cases on merit.

DO's :-

1. Make rangolis or floral decorations at designated places only.
2. Stick posters/banners on standees at designated places only.
3. The Organizer / Authority will be responsible for the conduct / behaviour / discipline of the invitees' participants/students.

Don'ts :-

1. Do not carry/serve beverages, cold drinks or any type of eatables inside the Lecture Hall Complex.
2. Do not smoke or chew betel nuts inside the Lecture Hall Complex.
3. Do not carry arms, ammunitions or inflammables inside the Lecture Hall Complex.
4. Do not spoil the seats, carpets inside the Lecture Hall Complex.
5. Do not place any posters or banners on walls inside or outside the Lecture Hall Complex.
6. Do not stand on the seats.
7. Do not sit more than one on a single seat.
8. Do not park your vehicles in front of the entrance gate.
9. Do not overcrowd the Lecture Hall Complex or its premises.
10. Do not display any commercial goods/products inside the Lecture Hall Complex without the permission of the institute.
11. Do not play sound system/ loud music in Lecture Hall Complex premises.
12. Do not use fireworks within the premises of Lecture Hall Complex.

Other terms and conditions :-

1. The Sound System/Music is permitted only up to 8 PM. In case of violation, deemed fit action will be taken by the Institute against the organiser.
2. Eatables, soft drinks will not be allowed inside the Lecture Hall Complex. Tea / Snacks / Lunch / Dinner will not be allowed inside the Lecture Hall Complex and will be allowed to be served only in the designated place of the Lecture Hall Complex with prior permission.
3. The organizer of the program / function shall be responsible for the safety of life of participants and property inside the Lecture Hall Complex / the campus of SVNIT Surat and indemnify any loss / damage caused.

4. The organisers shall strictly adhere to the purpose of the booking. If any anti-national or communal/religious sentiments provoking statements or any anti-national activities are being found or reported via any medium, the organisers shall be debarred from any future bookings and deemed fit action will be taken by the Institute against the organisers.

Tariff :- (Booking Charges)

Category	Booking Charges
Institute functions	Nil
Conferences/STTPs and similar events organized by SVNIT Departments	Nil
Non-Institute organizations/bodies – up to 8 hours	Rs. 20,000/- + applicable GST
Non-Institute organizations/bodies – up to 4 hours	Rs. 15,000/- + applicable GST
Additional hours	Rs. 2,000/- per hour + applicable GST
Refundable caution deposit	Rs. 25,000/-

Electricity charges and other consumables, wherever applicable, shall be recovered separately from external agencies on the basis of actual consumption.

- Booking includes provision of Lecture Hall Complex, two green rooms, lighting & audio-visual system with D.G. backup, parking area.
- All payments to be made in favour of Main Account SVNIT Surat by Online NEFT/RTGS/UPI/DD/Cheque mode

Account Name :- Director SVNIT MHRD Fund

Account Number :- 36743958767

Nature of Bank Account :- Current Account

MICR No :- 395002012

Bank Branch Code :- 03320

IFSC Code :- SBIN0003320

Name of the Bank :- State Bank of India

**Kindly note that No booking amount will be refunded or adjusted in any case.*

Disclaimer :-

Whatever views are expressed during speech/oration/debate/drama inside SVNIT Surat Lecture Hall Complex, are orator's/person's/actor's personal view and SVNIT Surat administration has nothing to do with that.

Application Form for Booking of Lecture Hall Complex

Date of Requisition:

1. Name of the Applicant:
2. Designation: 3. Institute/Department:
4. Purpose for Booking: (Enclosure: if any)
5. Mobile No: 6. Email Id.:
7. Date (s) on which Venue required:
8. Timings: From.....To..... 9. Number of Persons expected:
10. Name of Chief Guest and other dignitaries, if any: 1:
2:
3:
4:

I shall abide by the extant norms, Guidelines and Standard Operating Practice of Lecture Hall Complex at SVNIT Surat

Signature of Applicant

Forwarded by Head of the Department

Estate Representative (For Availability Status)

Tick venue:

1. Lecture Hall Complex-1, Ground Floor
2. Lecture Hall Complex-1, First Floor
3. Lecture Hall Complex-1, Second Floor
4. Lecture Hall Complex-2, Ground Floor
5. Lecture Hall Complex-2, First Floor
6. Lecture Hall Complex-2, Second Floor

FIC-Lecture Hall Complexes

APPROVED/ NOT APPROVED

Dean P&D