

User Facility Policy - 2024

NIT Calicut



NATIONAL INSTITUTE OF TECHNOLOGY
CALICUT

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- 1. Introduction:** It is proposed to fix maintenance charges/rates for utilization of various facilities at NIT Calicut campus with effect from 01.04.2024. Presently, the following facilities provided vide 'Annexure A' are available / proposed to be developed for official, semi official, private functions on payment of charges as prescribed by the Institute and at the decision of the Competent Authority from time to time. However, certain facilities are to be meant for the official and semi official functions of the institute are reserved only for the institute and are not meant for providing outside parties, which may be decided from time to time.

- 2. Application and Allotment Procedure:**

 - 2.1. For booking the required facility, the duly filled and signed booking form (enclosed vide Annexure-B) has to be forwarded via email to the Assistant Registrar (Estate & IRM) "arestate@nitc.ac.in" with a copy to Estate & IRM section "estatesection@nitc.ac.in" in advance.
 - 2.2. Availability of the facility will be informed through reply email by the Estate & IRM team and in response the overall utility charges (non-refundable) should be remitted to SBI, NITC A/c No.: 38297554301, IFSC: SBIN0002207 and the transaction proof shall be sent via reply mail to Estate & IRM section "estatesection@nitc.ac.in". Based on which, the booking will be confirmed by the Estate & IRM team. If the booking is cancelled by the applicant, the utility charges will not be refunded.
 - 2.3. The detailed instructions are provided in the Institute Website vide the link '[User Facility Booking - 2024](#)'. The allotment of these facilities are at the discretion of the Competent Authority, however, generally the allotment will be done on a first come first serve basis. The booking is purely provisional and can be cancelled at any time, if necessary.
 - 2.4. Cancellation of bookings, if any, should be informed at the earliest to the Estate & IRM section through mail to "estatesection@nitc.ac.in".
 - 2.5. The booking is purely provisional and subject to availability.
 - 2.6. No telephonic bookings will be entertained.
 - 2.7. The users are required to adhere to the fare usage of facilities and if any damage is made by the users, the adequate penal fee will be charged and will be added to the bill.

3. **Eligibility:** The eligibility of accessing these facilities will be determined by the institute from time to time. At present the following parties are eligible for allotment.
 - 3.1. Institute functionaries for official functions.
 - 3.2. All the employees of the Institute for self and dependent family members as per the service record held by the Institute.
 - 3.3. All the retired employees of the Institute can conduct events like marriages, receptions, etc. for their own family members only as per the service record held by the Institute as declared while in service.
 - 3.4. All Students/Scholars of the Institute for conducting Curricular/Co-Curricular/Extra Curricular Activities approved by the Competent Authority. Recommendation of a faculty / staff is necessary in case of requirements of Student's / Student's parents / others.
 - 3.5. Outside Government / Semi Government institutions including Commercial Banks / Insurance Companies.
 - 3.6. Any Private Organizations as approved by the Competent Authority.

4. **Utility Charges:** The user charges for various facilities are decided upon the recommendation of the Competent Authority from time to time. However, the charges prevailing at present are provided vide '**Annexure A**'. Any reduction/waiver of charges shall be upon approval by the Director upon recommendation of the Registrar of this institute.

5. **User Policy:** The users are expected to adhere to the rules and regulations and user policies that are decided by the Competent Authority from time to time, failing which attracts penalty and legal proceedings as recommended by the institute.

ANNEXURE A

Sl. No.	Name of the Facility	Utility Charges + 15% for Maintenance/Cleaning/Security (GST Extra at Applicable Rates)
1.	12th Mile Ground - For Sports Activity	Rs.15,000/- per day (7 Hours)
2.	Ground (Inside NITC 'A' Campus) - For Sports Activity	Rs.15,000/- per day (7 Hours)
3.	Grounds - For Non-Sports Activity	Rs. 2 - 3 Lakhs per Occasion
4.	Grounds (12th Mile Ground and NITC 'A' Campus) - For Professional Bodies	Rs. 25,000/- per day (7 Hours)
5.	Gurudev Rabindranath Tagore Theatre (Tagore OAT)	Rs. 25,000/- for 4 Hours Slot OAT will be handed <i>over as in condition</i> . No Audio/Video/Light setup will be provided.
6.	Aryabhata / Bhaskara / Chanakya Auditorium	Rs. 8,000/- for 4 Hours Slot. No Audio/Video/Light setup will be provided
7.	Swami Vivekananda Auditorium	Rs. 10,000/- for 2 Hours Slot
8.	Meeting Halls / Conference Rooms	Rs.5,000/- for 4 Hours Slot
9.	Any Other Ground / Hall / Room / Space inside NITC 'A' Campus not covered in Sl. No.(1-8)	Rs.5,000/- for 4 Hours Slot
10.	Provision of space for setting up Stalls - Commercial Banks / Insurance Companies / Private Organizations	Rs. 7,000/- for 7 Hours Slot
11.	Provision of space for setting up Stalls - Government of India / State Govt. Organizations	Rs. 2,000/- for 7 Hours Slot
12.	Senate Hall/Board Rooms	Only for official functions

Note:

- i. Any waiver/reduction of charges shall be upon approval by the Director upon recommendation of the Registrar of this Institute.
- ii. All the facilities can be booked between 6 AM and 9 PM.

**Requisition Form for Other Facility Booking
National Institute of Technology, Calicut**

Name of Applicant				Date						2	0		
Employee ID / Roll No (as applicable)				Mobile No.									
Address of the Applicant				Email ID									
District			State			PIN Code							
Nature of Event				No. of Day(s)									
Duration of Event (with date & time)		From		To									
Name of Facility required (refer Annex-A for more details)													
No. of Participant(s) [Approx]													

Declaration : I/We will be held responsible, if any of the above statements is found false. I/We also undertake to bear all the financial responsibilities for loss or damage to NIT Calicut belongings.

Signature of Booking Person	
Recommended by FA/Staff/HoD/HoS	

Note:

1. The approval is subject to the availability.
2. The filled-in & signed form may be scanned and sent to "arestate@nitc.ac.in" and copy to "estatesection@nitc.ac.in".
3. The overall utility charges should be paid two days prior to the commencement of the actual event and the same will not be refunded, if the booking is cancelled.