



Date: 14<sup>th</sup> July 2025

**POLICY FOR UTILIZATION OF VIVEKANANDA SABHAGAR (RGPT)**  
**BY OUTSIDE CIVIL AGENCIES**

**Objective:**

This policy outlines the terms and conditions, procedure, and charges applicable for the usage of Vivekananda Sabhagar at RGPT by outside civil agencies such as government bodies, public sector undertakings, reputed non-profits, educational institutions, and private organizations for academic and technical related programme.

**Procedure for obtaining approval:**

**1. Application / Formal Request Letter Submission**

- (a) The outside government / civil agency must submit a formal request letter at least 15 days in advance, addressed to the Director, RGPT, 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 RGPT 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 July 2025)**

Duration	Basic Rent (in Rs)	Total Estimated Cost* (in Rs)	Total Round Off Cost (in Rs)
Half-Day (4 hrs)	10,000	10,000	20,000
Full-Day (8 hrs)	15,000	15,000	30,000

\*Inclusive of basic rent + cost of electricity + AMC of equipment charges + staff deployment (CCIS, security, housekeeping, horticulture) + day to day maintenance.



**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](http://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)	1,500	2,000
Maintenance & cleaning (03 Housekeeping Staff)	1,500	1,500
Security personnel (02 guards)	1,000	1,000
Horticulture (01 gardeners)	500	500
CCIS Technical Staff (02 staff)	1,500	1,500
AMC of equipment	2,000	5,000
Day to day maintenance charges	2,000	4,000
<b>Subtotal (Operational Costs)</b>	<b>10,000</b>	<b>15,000</b>
<b>Base Rent (Infrastructure Use)</b>	<b>10,000</b>	<b>15,000</b>
<b>Total Estimated Cost</b>	<b>20,000</b>	<b>30,500</b>
<b>Total Round Off Cost</b>	<b>20,000</b>	<b>30,000</b>

**General Terms and Conditions:**

1. Strictly **no political, religious, or controversial activities** will be permitted.
2. No damage to property; cost of any damage will be recovered from the external Government agency.
3. Smoking, alcohol, and use of plastic are strictly prohibited.
4. No event will continue beyond **10 PM**.
5. RGIPT reserves the right to **cancel or reschedule** bookings in case of institute exigencies.
6. **Only technical activities relevant to the institute will be permitted. Non-technical activities that do not align with the objectives of RGIPT are not allowed.** However, the final decision in this regard rests with the Hon'ble Director.

**Application/ Request Letter may be addressed to:**

The Registrar  
Rajiv Gandhi Institute of Petroleum Technology, Jais  
Email: [registrar@rgipt.ac.in](mailto:registrar@rgipt.ac.in)