

Dated, Narsingarh the 7th July, 2026

Guidelines for the Use of APJ Abdul Kalam Auditorium at Tripura Institute of Technology, Narsingarh

With the establishment of the APJ Abdul Kalam Auditorium at Tripura Institute of Technology (TIT), Narsingarh, the Institute has been receiving requests from various Government Departments, Educational Institutions, Associations, Organizations, and other bona fide bodies seeking permission to organize programmes in the Auditorium. After careful consideration of such requests, the Institute authority has decided that the Auditorium may be made available to bona fide organizations on days when it is not required for any official academic, administrative, cultural, or other activities of the Institute.

In order to ensure the proper utilization, maintenance, and management of the Auditorium, and to establish a transparent procedure for granting permission for its use, the following guidelines are hereby issued for compliance by all concerned.

1. Eligibility for Booking:

- a) The APJ Abdul Kalam Auditorium of Tripura Institute of Technology (TIT), Narsingarh, may be allotted to Central Government Departments, State Government Departments, Public Sector Undertakings (PSUs), Educational Institutions, Registered Associations, and other bonafide organizations for organizing programmes that are academic, educational, cultural, scientific, technical, or otherwise consistent with the purpose and objectives an educational institution.
- b) Bookings will be accepted only on dates when no official programme or activity of Tripura Institute of Technology (TIT), Narsingarh, is scheduled in the Auditorium.
- c) The Auditorium shall be available for booking only on working days between 10:00 A.M. and 5:00 P.M. Any request for use beyond these hours or on holidays may be considered only in exceptional circumstances, subject to the prior approval of the institute authority.

2. Booking Charges:

After considering the expenditure towards electricity consumption, deployment of technical and support staff, maintenance of the Auditorium, and other related operational costs, the following booking charges have been fixed for the use of the APJ Abdul Kalam Auditorium:

a) Part-Day Use (up to 4 hours):

- i. Rs. 15,000/- + GST @18% without generator backup.
- ii. Rs. 25,000/- + GST @18% with generator backup for up to 2 hours.

b) Full-Day Use (up to 7 hours):

- i. Rs. 20,000/- + GST @18% without generator backup.
- ii. Rs. 30,000/- + GST @18% with generator backup for up to 2 hours.

The above charges are subject to revision by the Institute authority from time to time as deemed necessary.

3. Security Deposit:

- a) A refundable security deposit of **Rs. 10,000/- (Rupees Ten Thousand Only)** shall be deposited at the Institute Cash Section at the time of booking confirmation.
- b) The security deposit shall be refunded after completion of the programme, subject to verification that no damage has been caused to the Auditorium, its furniture, fixtures, equipment, or any other Institute property.
- c) In the event of any damage or loss to Institute property, the cost of repair or replacement, as assessed by the Institute authority, shall be deducted from the security deposit. If the damage cost exceeds the deposited amount, the organizer shall be liable to pay the additional amount so deposited as security deposit along with the application.

4. Maintenance and Responsibility:

- a) The organizer shall ensure that the Auditorium and its premises are maintained in a clean, orderly, and hygienic condition throughout the event and are handed over in the same condition after completion of the programme.
- b) The organizer shall ensure that the Auditorium, its furniture, fixtures, equipment, and surrounding premises are used responsibly and maintained in a clean and orderly condition.
- c) The organizer shall not make any structural alterations, modifications, or installations in the Auditorium without prior written permission from the Institute authority.
- d) The organizer shall be responsible for maintaining discipline among participants, guests, and service providers engaged for the programme.
- e) The use of materials or activities that may damage the Auditorium premises, including walls, floors, furniture, electrical installations, or audio-visual equipment, shall be strictly prohibited.

- f) Any loss of or damage to the Auditorium, its installations, furniture, fixtures, equipment, or any other Institute property arising from the event shall be the sole responsibility of the user.
- g) The Institute shall not be responsible for any loss, theft, or damage to the belongings, materials, equipment, or valuables brought into the Auditorium by the user or participants.
- h) No food items are permitted inside the Auditorium.
- i) The organizer shall ensure compliance with all safety, fire, and security regulations applicable within the Institute campus.
- j) The Auditorium shall be vacated immediately after the completion of the programme and handed over to the designated Institute representative in satisfactory condition.

5. Application Process:

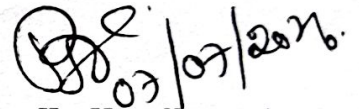
- a) Organizations seeking to use the Auditorium shall submit a formal application in **proper format** addressed to the Principal, Tripura Institute of Technology, Narsingarh, at least **15 days prior** to the proposed date of the programme.
- b) The prescribed security deposit and applicable booking charges shall be deposited only after approval of the booking by the competent authority.
- c) Booking shall be confirmed only after approval of the application and receipt of the prescribed charges and security deposit.
- d) The Institute reserves the right to accept or reject any application without assigning any reason.

6. General Conditions:

- a) The Institute reserves the right to cancel or deny any booking if it conflicts with institutional activities.
- b) The organizer shall strictly comply with all rules, regulations, instructions, and directions issued by the Institute regarding the use of the Auditorium.
- c) The Auditorium shall be used only for the purpose stated in the approved application. Any change in the nature of the programme shall require prior approval from the Institute authority.
- d) The organizer shall be responsible for maintaining proper discipline, decorum, and conduct of all participants, guests, and invitees during the programme.
- e) Activities that are unlawful, political, commercial in nature, or likely to disrupt the normal functioning of the Institute shall not be permitted.
- f) The Institute shall not be held responsible for any loss, theft, damage, accident, or injury involving persons or property during the programme.
- g) The decision of the Institute authority in all matters relating to the allotment and use of the Auditorium shall be final and binding on the organizer.

7. Cancellation Policy:

- a) The organizer may cancel the booking by submitting a written request to the Institute authority at least **7 days prior** to the scheduled date of the programme.
- b) In case of cancellation by the organizer, the booking charges paid may be refunded as per the rules of the Institute, while the security deposit shall be refunded in full, subject to any outstanding dues.
- c) If the booking is cancelled **1 day** before the scheduled event, the Institute will forfeit all or part of the booking charges.
- d) The Institute reserves the right to cancel an approved booking at any time due to unforeseen circumstances, emergencies, or official requirements of the Institute. In such cases, the booking charges and security deposit deposited by the organizer shall be refunded without any liability on the part of the Institute.
- e) No claim for compensation, damages, or any other expenses incurred by the organizer due to such cancellation shall be entertained by the Institute.



(Prof. Bijoy Kr. Upadhyaya)
Principal (I/c), TIT, Narsingarh.

Copy to

1. The Director, Higher Education, Government of Tripura for kind information please.
2. The HO, TIT, Narsingarh for kind information.
3. All members of the Auditorium Operation Committee for information and necessary action.
4. Shri Gourab Bhattacharya, Incharge, Institutional Website Committee for information & with a request to upload the same in the Institute website.

TRIPURA INSTITUTE OF TECHNOLOGY, NARSINGARH

APPLICATION FORM FOR BOOKING OF APJ ABDUL KALAM AUDITORIUM

To

The Principal,
Tripura Institute of Technology,
Narsingarh, Tripura.

Subject: Application for Booking of APJ Abdul Kalam Auditorium, TIT, Narsingarh.

Sir,

I/We hereby apply for booking of the APJ Abdul Kalam Auditorium, Tripura Institute of Technology, Narsingarh, for conducting the programme detailed below:

1. Particulars of the Applicant Organization

1. Name of the Organization / Department / Institution: _____
2. Type of Organization (Tick ☒):
 - ☐ Central Government Department
 - ☐ State Government Department
 - ☐ PSU
 - ☐ Educational Institution
 - ☐ Registered Association
 - ☐ Other Bonafide Organization
3. Registration Number (if applicable): _____
4. Address of the Organization: _____

5. Name of Authorized Representative: _____
6. Designation: _____
7. Mobile Number: _____
8. Email ID: _____

2. Details of the Programme

1. Title / Name of the Programme: _____

2. Nature of the Programme: _____

3. Brief Description / Objectives: _____

4. Proposed Date of Programme: _____
5. Timing: From _____ A.M./P.M. to _____ A.M./P.M.
6. Duration: _____
7. Expected Number of Participants: _____
8. Whether Generator Backup is Required:
- ☐ Yes
☐ No
9. Requirement of pre-installed Facilities (Tick ✓):
- ☐ Sound System
☐ Microphones
☐ Air conditioners
☐ Other (Specify): _____

3. Declaration and Undertaking

I/We hereby declare and undertake that:

1. The information furnished in this application is true and correct.
2. I/We have read and understood the “Guidelines for the Use of APJ Abdul Kalam Auditorium” issued by Tripura Institute of Technology, Narsingarh, and agree to abide by all terms and conditions.
3. The Auditorium shall be used only for the purpose stated in this application and for no other purpose without prior approval of the Institute.
4. I/We shall maintain cleanliness, discipline, decorum, and proper conduct throughout the programme.
5. No food items shall be allowed inside the Auditorium.
6. No structural alteration, modification, decoration involving nails, drilling, painting, or installation of any fixture shall be undertaken without prior written permission of the Institute.
7. I/We shall ensure compliance with all safety, fire, electrical, and security regulations of the Institute.
8. I/We shall be fully responsible for any loss, damage, breakage, or deterioration caused to the Auditorium, furniture, fixtures, equipment, installations, or any other Institute property during the programme.
9. The cost of repair/replacement assessed by the Institute shall be borne by us and may be recovered from the security deposit or otherwise.
10. I/We understand that the Institute shall not be responsible for any loss, theft, damage, accident, injury, or mishap involving participants, guests, invitees, equipment, materials, or valuables brought into the campus.
11. I/We understand that booking shall be confirmed only after approval of the competent authority and payment of prescribed charges and security deposit.

12. I / We accept that the Institute reserves the right to accept, reject, modify, cancel, or withdraw the booking at any stage without assigning any reason.
13. I / We agree that the decision of the Institute authority regarding allotment, use, cancellation, damages, and interpretation of rules shall be final and binding.
14. I / We shall vacate the Auditorium immediately after completion of the programme and hand over the premises in satisfactory condition.

4. Signature

Date: _____

Place: _____

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Seal of Organization

FOR OFFICE USE ONLY

Application Received on: _____

Availability Verified:

☐ Available

☐ Not Available

Recommended by: _____

Booking Approved / Not Approved

Remarks: _____

Amount Deposited:

Category	Amount (Rs.)
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Booking Charge	_____
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GST @18%	_____
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Security Deposit	10,000 / -
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Total Amount	_____
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Signature of Dealing Person: _____

Signature of Professor-in-Charge, Auditorium Operation Committee: _____

Approved by Principal: _____