



सर्वे सन्तु निरामयाः

**REVISED GUIDELINES AND SOP FOR BOOKING OF AUDITORIUM AT**  
**AIIMS, PATNA**

**(I) General Rules:**

1. Facilities at the Auditorium are provided on "as is where is" basis and no additional/alternations or modifications are permitted.
2. Allotment of the Auditorium will be done of first come first serve basis, however institute will have overriding priority over all other prior allotments.
3. Approval of allotment will be intimated through mail/hard copy of auditorium form to the event co-ordinator, appointed by the applying department.
4. The Auditorium will be primarily booked for academic activities such as Lectures, Seminar, Conference, CME Programmes, Symposium, Workshops, Convocations and can also be booked for General body meetings, Holding of elections of office bearers of societies, Foundation Day event of any organisation/society, etc. or activities related to students of the institute.
5. The Auditorium will not be booked for any political/religious activities.
6. All request for bookings of auditorium will be coordinate through Dean (Acad.) Office.
7. Form available on Website of AIIMS Patna (under the head of Resources >> Downloads), duly filled should be sent to the given office by hand or by e-mail at least 15 days before the scheduled event ([auditorium@aiimspatna.org](mailto:auditorium@aiimspatna.org)).
8. Booking amount has to be paid within a week's time of provisional allotment.
9. Booking will be considered as confirmed once full booking amount is paid.
10. Not required caution money of Rs. 5000/- for Institutional activity and Departmental CME/Workshop/Conference etc. organised by any department of AIIMS Patna.
11. If, any damage/casualty reported by the Auditorium In charge during the CME/Workshop/Conference thereafter, the organising department borne by the casualty/damaged equipment's.



अखिल भारतीय आयुर्विज्ञान संस्थान, पटना

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institute of National Importance under Ministry of Health & Family Welfare)

भारत सरकार / Government of India

अधिष्ठाता (शैक्षणिक) कार्यालय / Office of Dean (Academics)



आज़ादी का  
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12. There are 923 seats in the Auditorium. No extra seating is allowed. A few seats in the first & second row of the auditorium are reserved exclusively for the senior officials/observer(s) of the Institute and Organisers.

13. The auditorium will be booked from 9:00 a.m. to 10:00 p.m. and has to be vacated within an hour after the event is over.

14. Children below 12 years will only be allowed if supervised by guardian.

15. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. AIIMS Patna administration reserves the rights to refuse booking of the auditorium or to revise the auditorium bookings charges at any time without assigning any reason.

16. The damage, if any, made to the Auditorium fittings, fixtures, etc. during the course of use, the organizer will be responsible to make such loss by making payment through DD as may be decided by the AIIMS Patna administration.

17. The Institute administration will not be held responsible for losses/damages of the properties of the hiring organisation/society used in the performance or kept in the auditorium premises.

18. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only on standee in Foyer, outside the auditorium.

19. No vehicle will be allowed for parking near the entrance of auditorium except at the authorised parking space.

20. No extra lights or mikes or Audio-video equipment's will be installed by the organiser without prior permission. Any other facility to be used other than provided will require prior permission from the auditorium in-charge.

21. Smoking/Chewing of betel leaf is strictly prohibited in the premises of the auditorium. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, the financial and legal action will be also taken.

22. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed.

23. For any miss-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer.



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24. Organisers are advised to take care of conference material/technical equipment's/personal belongings, as AIIMS Patna administration is not responsible for their safety.

25. In view of the prevailing security environment during the event, organisers 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.

26. In case the organiser is unable to use the booking venues except in case of mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, booking amount will not be refunded.

27. Organisers are requested to avoid making noise inside & outside the meeting Venues and strictly adhere to the time slot for which bookings have been made.

28. Only limited external furniture is permitted into the auditorium with prior approval. The furniture inside the Auditorium should not be shifted to any other place.

29. Director, AIIMS Patna, 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.
4. Parking of Vehicles to be done at designated place only.

**Don'ts:-**

1. Do not carry/serve beverages, cold drinks or any type of eatables inside the auditorium.
2. Do not smoke or chew betel nuts inside the auditorium.'
3. Do not carry arms, ammunitions or inflammables inside the auditorium.
4. Do not damage the seats, carpets inside the auditorium.



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5. Do not place any posters or banners on walls inside or outside the auditorium.
6. Do not stand on the seats.
7. Do not sit more than once on a single seat.
8. Do not park your vehicles in front of the entrance gate.
9. Do not overcrowd the auditorium or its premises.
10. Do not display of goods/products inside the Auditorium.
11. Do not play sound system/loud music after 10:00 pm in auditorium premises.
12. Do not use fireworks within the premises of auditorium.

**Other term and conditions:-**

1. The sound system/Music is permitted till 10 pm. As per rules or else this organiser shall be solely responsible for whatever legal action due to violation of rules in this regard.
2. Eatables, soft drinks will not be allowed inside the auditorium and will be allowed to be served only in the designated place of the auditorium with prior permission.
3. The organizer of the program/function shall be responsible for the safety of life of participants and property inside the auditorium/the campus of AIIMS Patna and indemnify any loss/damage caused.

**Tariff :- (Booking Charges)**

- . Booking for Institutional Functions - No Charges
- . Booking for Conference/CME etc. by any department of AIIMS Patna- No Charge
- . Booking for Conference/CME etc. by any department of AIIMS Patna in collaboration with professional body - Rs. 20,000/- per day
- . Booking by Non- Institute bodies/organisations - Rs. 50,000/- per day

(Booking includes provision of auditorium, two green rooms, lighting & audio-visual system with D.G. backup, outside premise and parking area)



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आज़ादी का  
अमृत महोत्सव

**Caution Money: -**

I. Not required for Institutional activity and Departmental CME/Workshop/Conferences etc. organised by any Department of AIIMS Patna.

II. Booking for Conference/CME etc. by any Department of AIIMS Patna in collaboration with professional body caution money of Rs. 5,000/- needs to be deposited.

**All payments to be made in favour of Main Account AIIMS Patna by Online/DD/Cheque mode**

Account Name: AIIMS Patna

Account Number: 579310110002528

IFSC Code: BKID0005793

Bank Name: Bank of India, Phulwarisharif Branch, AIIMS Patna.

  
**Prof. (Dr.) Punam P Bhadani**

**Dean (Academics)**

अधिष्ठाता (शैक्षणिक)/Dean (Academics)  
अखिल भारतीय आयुर्विज्ञान संस्थान, पटना  
All India Institute of Medical Sciences, Patna

Copy to the following for information and necessary action please:

1. Dean (Student Affairs), AIIMS Patna
2. Dean (Research), AIIMS Patna
3. Dean (Examination), AIIMS Patna
4. All Head of the Department, AIIMS Patna
5. Medical Superintendent, AIIMS Patna
6. All Faculty Members, AIIMS Patna
7. Faculty In-Charge Auditorium, AIIMS Patna
8. PPS to Executive Director, AIIMS Patna
9. Senior Administrative Officer, AIIMS Patna
10. Finance and Chief Account Officer, AIIMS Patna
11. PA/PS to Deputy Director (Admin.), AIIMS Patna
12. IT Cell, AIIMS Patna - with request to upload the same on institute website.
13. File.