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STANDARD OPERATING PROCEDURE

AUDITORIUM : AIIMS MANGALAGIRI

Disclaimer :- Whatever views are expressed during speech/oration/debate/drama inside AIIMS Mangalagiri auditorium, are orator's/person's/actor's personal view and AIIMS Mangalagiri administration has nothing to do with that. AIIMS Mangalagiri does not support any anti-national or communal/ religious sentiments provoking statements made by anyone during any of the events.

GENERAL

1. The AIIMS Mangalagiri Auditorium, with a seating capacity of 754, is a common institutional facility created to support academic, administrative, cultural, and official activities of the Institute. Proper regulation of its allotment and functioning is essential to ensure optimal utilization, safety, discipline, and preservation of infrastructure. This Standard Operating Procedure (SOP) lays down uniform guidelines for the allotment, use, management, and maintenance of the Institute Auditorium, in line with practices followed at premier Institutes such as AIIMS New Delhi and AIIMS Patna.

AIM

2. The aim of this SOP is to establish a standardized, transparent, and efficient mechanism for the functioning, allotment, and management of the Institute Auditorium.

OBJECTIVES / PURPOSE

3. The objectives of this SOP are to:
- 3.1 Ensure orderly and fair allotment of the auditorium.
 - 3.2 Prioritize academic and official Institute activities.
 - 3.3 Define responsibilities of user departments and authorities.
 - 3.4 Maintain safety, security, and discipline during events.
 - 3.5 Prevent misuse and damage to Institute property.
 - 3.6 Ensure accountability and proper record maintenance.

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SCOPE

4. This SOP shall apply to:
- 4.1 All Departments, Branches, Cells / Units of the Institute
 - 4.2 Institute administration, faculty, staff, and students
 - 4.3 External organizations, if permitted, to use the auditorium with approval of Competent Authority.

PREVIEW

5. This SOP is covered under the following parts : -
- 5.1 Part I : Authority and Governance
 - 5.2 Part II : Functioning & Use of Auditorium
 - 5.3 Part III : Instructions

PART I : AUTHORITY & GOVERNANCE

Authority and Governance

6. Competent Authority. The Executive Director of the Institute shall be the Competent Authority for overall control and policy decisions regarding the auditorium.

7. Auditorium Committee (AC). An Auditorium Committee (AAC) as constituted below shall oversee allotment, resolve conflicts, and review functioning of the auditorium. The orders for the same shall be issued by the Admin. The Chairperson shall also be the Nodal Officer, Auditorium for all bookings.

- Nodal Officer, Auditorium : Chairperson
- Asst Nodal Officer, Auditorium : Vice Chairman
- Representative from Engineering Dept : Member Secretary
- Representative from Security
- Representative from IT Cell / AV Services

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PART II : FUNCTIONING & USE OF AUDITORIUM

Functioning and Allotment Procedure

8. Priority of Allotment. Allotment of the auditorium will be done of first come first serve basis, however institute will have overriding priority over all other prior allotments. Approval of allotment will be intimated through mail/hard copy to the event co-ordinator, appointed by the applying department. As a guideline, allotment shall be made as per the following priority and as per availability:

- 8.1 Statutory, administrative, and official Institute functions.
- 8.2 Academic activities (lectures, conferences, CME, workshops)
- 8.3 Approved Institute cultural and student activities
- 8.4 Government / Ministry events
- 8.5 External organizations (if permitted only with specific approval)
9. The auditorium will not be allotted or booked for any political / religious activities.
10. Prohibited Activities. The following are strictly prohibited:
 - 10.1 Political meetings or rallies.
 - 10.2 Commercial promotions without approval.
 - 10.3 Activities violating Institute values, law, or public order.
 - 10.4 Consumption of alcohol, smoking/chewing of betel leaf, or any unlawful activity is strictly prohibited in the premises of the auditorium. The organiser booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will be also taken
11. Application for Allotment. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. AIIMS Mangalagiri administration reserves the rights to refuse booking of auditorium or to revise the auditorium booking charges at any time without assigning any reason with approval of the competent authority.
 - 11.1 Requests shall be submitted in the prescribed Application Form (Annexure-I).
 - 11.2 Minimum advance notice of atleast 14 working days to be adhered to.
12. Scrutiny and Approval
 - 12.1 Applications shall be scrutinized by the Nodal Officer/Assistant Nodal Officer.
 - 12.2 Availability and suitability shall be checked.

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12.3 Final approval shall be accorded by the Competent Authority.

12.4 Approved bookings shall be entered in the Auditorium Booking Register and accordingly be reflected on the Institute Website.

13. Timings

13.1 Normal operational hours : 09:00 AM to 09:00 PM daily (including Sundays).

13.2 Use beyond normal hours requires prior written approval. Overtime charges for staff/services will be applicable except for own Institute functions. The same shall be levied accordingly with approval of the competent authority.

14. User Charges and Financial Provisions. Booking will be considered as confirmed once full booking amount is paid. Caution money also needs to be deposited at the time of booking the auditorium. The caution money will be refunded, after deducting the cost of damage, if any, reported by the Nodal Officer/Assistant Nodal Officer.

14.1 Booking for Institutional Functions : No Charges
(All days including Sundays)

14.2 Booking for Conferences/CME etc.
by any department of AIIMS Mangalagiri : ₹ 25,000/- per day
(All days including Sundays)

14.3 Usage of LED/LCD wall : ₹ 5000 per day

Note: Booking includes provision of auditorium with:-

- Two green rooms
- Lighting & audio-visual system
- Outside premises
- Parking area
- One day prior to scheduled event shall be allotted free of charges for preliminary preparations. Caution money to be deposited prior to the event.

14.4 Caution Money (Refundable). An amount of ₹ 5000 shall be paid and deposited by own Departments/Cells/Branches as caution money.

14.4.1 The caution money shall be refunded after the event, subject to satisfactory post-event inspection by the Nodal Officer.

14.4.2 The cost of any damage to furniture, fixtures, AV equipment, or property shall be deducted from the caution money before refund.

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14.4.3 In case the damage exceeds the caution money, the balance shall be recovered from the user department/organisation.

14.4.4 The caution money shall be fully forfeited in case of violation of any prohibition under this SOP, including consumption of alcohol, smoking, or any unlawful activity.

15. All payments to be made in favour of Main Account AIIMS Mangalagiri by Online/DD/Cheque mode

Account Name :- AIIMS MANGALAGIRI - Receipts
Account Number :- 38321557910
IFSC Code :- SBIN0061485
Bank Name :- State Bank of India, AIIMS Mangalagiri Branch

PART III : INSTRUCTIONS

16. There is a total of 754 seats (650 below and 104 in balcony) 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

17. Responsibilities of User Department / Organization.

17.1 Use the auditorium only for the approved purpose only.

17.2 Ensure discipline, decorum, and adherence to allotted timings.

17.3 Not exceed the seating capacity of 754 under any circumstances.

17.4 Avoid unauthorized decorations or installations or structural modifications inside the auditorium premises.

17.5 Ensure cleanliness after the event. No food cooking/preparation setup shall be established in/near the premises of the auditorium. Arrange for food/catering on a delivery basis only, if required, and only in designated areas with prior permission.

17.6 Submit a signed Undertaking (Annexure–II).

17.7 Appoint an Event Coordinator who shall be the single point of contact with the Institute during the event.

17.8 Ensure compliance with fire safety, security, and emergency instructions.

17.9 Vacate the Auditorium immediately upon conclusion of the allotted time.

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18. Audio-Visual and IT Facilities

18.1 Available Facilities. (On "As is, where is" basis)

- Sound system
- Projector / LED screen (as applied for)
- Podium and wireless microphones
- Video conferencing facilities (where available)

18.2 AV Support

- AV/IT support shall be coordinated through the Nodal Officer.
- External equipment may be used only with prior approval. 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 Nodal Officer.

19. Security and Safety. One Security Supervisor on duty and Security Guard shall be assigned for the auditorium.

19.1 Security deployment shall be arranged as per event requirements.

19.2 Fire exits and safety systems must remain unobstructed at all times.

19.3 Emergency protocols must be followed at all times

19.4 Overcrowding shall not be permitted under any circumstances

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

19.6 No preparation of food / snacks shall be permitted within the premises of the auditorium. No kitchen will be set up in the near vicinity.

19.7 Emergency evacuation plans shall be displayed prominently and followed.

19.8 First Aid provisions shall be ensured at all large events.

20. Assistance. The following assistance would be provided by the Institute for the conduct of the event:

20.1 IT Support. One IT staff would be deputed for the smooth conduct of the event along with provision of Multimedia, Sound System, Hand mics etc.

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20.2 Admin Support. One support staff would be deputed for the smooth conduct with security personals as per size of event.

21. **Duties and Responsibilities**: The Auditorium is maintained by and under supervision of the following staff who shall be responsible for the smooth conduct of the event:

21.1 IT Staff. IT Staff of the AIIMS will provide support for the conduct of the event is as under:

- Turn on / Off the lights.
- Turn on Computer and Multimedia.
- Check wired and wireless hand mic (change batteries of wireless mic if required).
- Turn on/off the ACs in cooling mode in coordination with the Engineering Dept.
- Switching on/off the comforter screens on the dias / stage and ensuring its connectivity to the projector Screen/ LCD/LED Wall screen.
- Laser pointer and presenter is provided only on demand'.
- After an event, all equipment is turned off and seminar hall is locked.

21.2 Support Staff. Following Admin Staff is responsible for the provision of the admin support:

- Cleanliness of auditorium (by housekeeping deputed for the area on that day, on daily basis and after the event) - Outsourcing Cell
- Repair/maintenance of furniture/fixture (if required) - Engineering department of AIIMS.
- Ensure availability of water bottles before the start of the event - organiser.
- Ensure availability of tissue box before the start of the event (if requested by the Organizer).
- Air freshener before the start of the event (if requested by the Organizer).
- Signposting/signages of the event, inside the building and for guidance to the washroom - Event Organizer.

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- Ensure availability and serviceability of furniture to be placed on the dias including podiums, sofa sets centre tables etc.

22. Organisers are advised to take care of conference material/technical equipment's/personal belongings, as AIIMS Mangalagiri administration will not be responsible for their safety.

23. 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.

24. Eatables, soft drinks will not be allowed inside the auditorium. Tea / Snacks / Lunch / Dinner 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.

25. Housekeeping and Maintenance.

25.1 Housekeeping shall be arranged before and after events.

25.2 Damage, if any, shall be assessed post-event.

25.3 Cost of damage shall be recovered from the user department / organization / branch / cell.

26. Cancellation Policy. Cancellation charges shall be levied as per the schedule below

Notice Period for Cancellation	Cancellation Charge
More than 07 working days before event	Full refund of booking amount
04 to 07 working days before event	25% of booking amount forfeited
Less than 04 working days / No notice	50% of booking amount forfeited
No-show without cancellation intimation	100% of booking amount forfeited

27. Emergency and Contingency Management. Power backup arrangements shall be ensured. Emergency evacuation plans shall be displayed and followed. Coordination with Security and Engineering departments shall be maintained. AIIMS is not liable/ responsible for any issues or damages resulting due to malfunction of HVAC/ AV system/ Electricity etc [force majeure events].

28. Monitoring, Compliance, and Records. The Officer-in-Charge (Auditorium) shall monitor compliance. Utilization records, approvals, and reports shall be maintained. A Pre and Post Event Checklist (Annexure–III) shall be used.

29. Amendments. This SOP may be amended or modified with the approval of the Competent Authority. Any amendment shall supersede previous provisions to that extent.

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CONCLUSION

30. The Institute Auditorium is a vital shared resource intended to support the academic, administrative, and cultural mission of the Institute. Strict adherence to this SOP will ensure its effective utilization, safety, discipline, and long-term preservation. All users are expected to comply fully with the provisions laid down herein in the larger interest of the Institute. Any matter not covered by this SOP shall be referred to the Auditorium Committee and the Competent Authority for a decision, which shall be final and binding



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ANNEXURE - I

APPLICATION FORM FOR ALLOTMENT OF INSTITUTE AUDITORIUM

1.	Name of Department / Organization :	
2.	Type of Applicant (Please tick) : ☐ Institute Department / Unit ☐ Student Body (Approved) ☐ External Organization (Approved)	<u>Enter Details</u>
3.	Name & Designation of Nodal Officer (for event) :	
4.	Contact Details:	Mobile No.: Email ID:
5.	Purpose of Event (brief) :	
6.	Nature of Event (Please tick) : ☐ Academic ☐ Administrative ☐ Cultural ☐ Conference / CME / Workshop ☐ Other (Specify):	<u>Enter Details</u>
7.	Date(s) Required :	
8.	Time Required (including rehearsal) :	From : hrs To : hrs
9.	Expected Number of Participants :	
10.	Audio-Visual / IT Requirements ☐ Projector ☐ LED Screen ☐ Podium Mic ☐ Wireless Mic (Nos. ____) ☐ VC Facility ☐ Other:	

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11.	Any Special Requirements :	
12.	Is food / beverages being catered for ? (Details to be furnished like name of caterer, time of service, details of coordinating person)	

DECLARATION

I hereby undertake to abide by all rules, conditions, and provisions laid down in the SOP for use of the Institute Auditorium.

Signature of Applicant: _____

Name & Designation: _____

Date: _____

For Office Use Only

- Date of Receipt: _____
- Availability Checked : ☐ Yes / ☐ No
- Recommended by Nodal Officer (Auditorium) : ☐ Yes / ☐ No

Approved / Not Approved

Competent Authority Signature: _____

Date: _____

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UNDERTAKING BY USER DEPARTMENT / ORGANIZATION

1. I, _____, on behalf of _____, hereby undertake that:

- The auditorium shall be used strictly for the approved purpose only.
- No political, commercial, or prohibited activities shall be conducted.
- Seating capacity (754) shall not be exceeded under any circumstances.
- No damage shall be caused to furniture, fixtures, AV equipment, or property.
- No unauthorized banners, decorations, or installations shall be made.
- Fire safety, security, and emergency instructions shall be followed.
- Any damage caused shall be recoverable from the user department/organization.
- The auditorium shall be vacated immediately after the allotted time.

2. I accept full responsibility for compliance with the SOP.

Signature: _____

Name & Designation: _____

Department / Organization: _____

Date: _____

PRE & POST EVENT CHECKLIST (OFFICE USE)

Pre-Event

- ☐ Auditorium cleaned
- ☐ AV systems tested
- ☐ Seating arranged
- ☐ Security deployed
- ☐ Emergency exits checked

Post-Event

- ☐ Auditorium vacated on time
- ☐ No damage observed
- ☐ AV systems intact
- ☐ Housekeeping completed

Remarks (if any):

Verified by (Staff): _____

Date: _____

CONTACT DETAILS – AUDITORIUM MANAGEMENT

- Nodal Officer (Auditorium) : _____
- Assistant Nodal Officer (Auditorium) : _____
- AV / IT Support : _____
- Engineering / Maintenance : _____
- Security Control Room : _____

