

Kanoria P.G. Mahila Mahavidyalaya

Ref. No.: 09

Date: 06/07/2015

The Management of Kanoria P.G. Mahila Mahavidyalaya, a college affiliated with the University of Rajasthan, Jaipur [hereinafter referred to as "College"], being desirous of regulating and monitoring the use of the College premises by external institutions, organizations and individuals for conferences, seminars, workshops and similar programmes and in order to safeguard the reputation, dignity and institutional neutrality of the College, has considered it necessary to formulate a policy governing such use.

Accordingly, after due deliberation, the Management hereby formulates, approves and adopts the "Policy for Regulation of Use of College Premises for Conferences, Seminars, Workshops and Other Programmes" annexed herewith as Annexure-A.

It is further resolved that:

1. The said Policy shall govern all permissions granted for the use of the College premises for conferences, seminars, workshops, lectures or any other programme conducted by external organizations or in joint collaboration with the College.
2. Any organization seeking permission to conduct such programme within the College premises shall be required to submit an **Undertaking** in the format prescribed under **Schedule-I** to this Policy.
3. The Principal of the College shall be authorized on behalf of the Management to grant or refuse permission for use of the College premises in accordance with the provisions of the Policy.
4. The Management of the College shall retain the right to cancel any permission granted or take appropriate action including blacklisting of the concerned organization in case of violation of the Policy.
5. The Policy shall come into effect immediately and shall remain in force unless modified or withdrawn by the Management.

Certified to be a true copy of the Resolution passed by the Management.

For and on behalf of the Management,
Kanoria P.G. Mahila Mahavidyalaya

R. Chaturvedi

[Name]

[Designation]

ANNEXURE - A

POLICY FOR REGULATION OF USE OF COLLEGE PREMISES FOR CONFERENCES, SEMINARS, WORKSHOPS AND PROGRAMMES

1. Title and Applicability

This Policy shall be known as the **Policy for Regulation of Use of College Premises for Conferences, Seminars, Workshops and Programmes** and shall apply to all organizations, institutions, societies, associations, bodies or individuals [hereinafter referred to as "**Organizing Body**" or "**Organizing Person(s)**"] seeking permission to conduct any event within the premises of **Kanoria P.G. Mahila Mahavidyalaya**, a college affiliated with the University of Rajasthan, Jaipur [hereinafter referred to as "**College**"].

2. Objective of the Policy

The objective of this Policy is to ensure that the College premises are utilized only for academic, educational, cultural or socially beneficial activities, while preserving the reputation, neutrality and institutional integrity of the College.

3. Requirement of Prior Permission

(1) No programme shall be organized within the College premises without obtaining **prior written permission from the College Management**.

(2) Applications seeking permission shall specify:

- (i) Name and details of the organizing body/ organizing person(s)
- (ii) Nature and objective of the programme
- (iii) Date, time and proposed venue
- (iv) Expected number of participants
- (v) Whether the programme is proposed in collaboration with the College or merely seeks to use the College premises as a venue.

(3) Permission granted shall be specific to the particular event and shall not create any right for future use of the College premises.



- (4) The Management of the College reserves the absolute discretion to grant, refuse or withdraw permission.

4. Nature of Permissible Programmes

(1) The College premises may be permitted to be used only for programmes which are:

- (i) Academic or educational in nature
- (ii) Cultural, intellectual or research-oriented
- (iii) Socially beneficial or public-interest oriented.

(2) The College premises shall not be used for:

- (i) Political campaigning
- (ii) Activities involving derogatory, defamatory or inflammatory remarks
- (iii) Expressing contempt toward individuals or groups based on religion, race, or caste, often using insulting gestures, or abusive language intended to incite hatred.
- (iv) Activities likely to create public nuisance or controversy such as uttering remarks that deliberately cause emotional distress or incite public disruption or any acts that go beyond critique to target the dignity of individuals or the sanctity of religious/cultural figures, often aiming to provoke, insult, or cause intense emotional distress.
- (v) Any activity contrary to law or public policy.

5. Use of Name of the College

(1) Joint Collaboration

Where the programme is conducted in joint collaboration with the College, the organizing body or organizing person(s) shall obtain prior written approval before using the name or logo of the College in any invitation, publicity material or announcement of such a programme.

Draft invitations or publicity material must be submitted to the College Management for approval and finalisation prior to circulation.

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(2) Venue Only

Where the College is not an organizer or collaborator and merely permits use of its premises:

- (i) The name of the College shall not be used as organizer, co-organizer, partner, supporter or sponsor.
- (ii) The name of the College shall be used strictly and only for identifying the venue of the programme.

Any misuse of the name of the College shall constitute violation of this Policy.

6. Financial Responsibility

- (1) The College being a non-government educational institution, the Management will only allow the use of its premises **free of charge**. However, any services or facilities utilized during the programme, including canteen services, catering or logistical arrangements, shall be borne by the organizing body or organizing person(s).
- (2) Payments for such services shall be made directly to the respective service providers, and the Management of the College shall not be responsible for such transactions and financial responsibility.

7. Responsibility of the Organizing Body or Organizing Person(s) for Conduct of Programme

- (1) The organizing body or organizing person(s) shall be solely responsible for the conduct and management of the programme, including the actions and statements of speakers, participants and attendees.
- (2) The College, its Management/Administration and staff shall not be responsible or liable for any act, omission, statement or conduct arising out of the programme.
- (3) The programme shall be conducted in a manner that does not disrupt the academic environment of the College.
- (4) The organizing body shall ensure compliance with all applicable laws and regulations and with the directions issued by the Management of College regarding discipline and safety.

8. Damage to Property

The organizing body shall be responsible for any damage caused to the infrastructure, furniture, equipment or property of the College during the programme and shall compensate the College for the same.

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9. Liability and Indemnity

- (1) The College, its Management/Administration and staff shall not be responsible or liable for any act, omission, statement or conduct arising out of the programme.
- (2) The organizing body/ organizing person(s) shall indemnify and keep the College and its Management/Administration and staff fully indemnified against any claims, liabilities or legal proceedings arising from the programme.

10. Cancellation of Permission & Blacklisting

- (1) The College may cancel or withdraw permission granted for any programme if:
 - (i) Any condition of the Policy is violated
 - (ii) The programme is found inconsistent with the objectives of the Policy
 - (iii) The programme is likely to cause reputational harm or disturbance.
- (2) In case of violation of this Policy, the College and its Management reserves the right to blacklist the concerned organizing body or organizing person(s) from organizing any future programme within the College premises.

11. Undertaking

The organizing body or organizing person(s) shall, as a mandatory pre-condition to the grant of permission, submit a duly executed undertaking in the format annexed as **Schedule-I** to this Policy. The said undertaking shall be signed by the authorized signatory of the organizing body and submitted to the College Management prior to confirmation of permission.

Non-submission of the undertaking shall render the application for use of the College premises incomplete and liable to be rejected.

