



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(Recognised by the Distance Education Bureau, UGC, New Delhi.)

Osmania University, Hyderabad-500 007, Telangana State, INDIA

(A University with Potential for Excellence and Re-accredited by NAAC with 'A' + grade)

CIRCULAR RELATING TO HIRING OF SEMINAR HALL ETC.

As per the Advisory Committee resolution regarding enhancement of tariff for booking of Seminar Halls / Auditorium, it is to inform that the new tariff rates shall come into force **from 1st June, 2023.**

Revised Rates (per each day or part of it)

S.No.	Tariff Details	Capacity	For Outsiders	For OU Colleges / Departments
1.	Auditorium	250	25,000/-	15,000/-
2.	Centenary Seminar Hall	100	15,000/-	10,000/-
3.	Seminar Hall	75	5,000/-	5,000/-

Rules & Regulations to be mandatorily followed :

1. Seminar Hall / Conference facility will be provided subject to the availability.
2. The facility shall be available strictly for academic purposes.
3. No accommodation for lunch. Lunches and Dinners etc. shall be arranged outside CDE by organizers.
4. Every allotment will be subject to production of undertaking in prescribed proforma.
5. Every application should be routed through a regular teacher serving at OU.
6. Payment shall be made in advance by Cheque or DD drawn in favour of the Director, PGRRCDE.
7. Minimum one week notice should be given before booking.
8. Information shall be given in the undertaking form including particulars of application and details of applicant / speakers.
9. The above information shall be shared with local police / police department / University higher authorities.
10. The permission given shall be liable to be withdrawn if any false information is produced / prescribed tariff is not paid or on the direction of State Government or higher authorities of University.
11. The applicant shall be liable to compensate PGRRCDE in case of any damage to its property, facilities or instruments. The University's decision in this regard shall be final.
12. Extra charges will be levied for using generator.
13. The Seminar facilities will not be given on hire during the Examinations of OU, other official engagements of Govt. or University.
14. The concerned applicant may approach University VC against the decision of the Director regarding the denial of permission.
15. Extra maintenance charges of Rs.1000/- per day shall be collected for every hall / auditorium if the booking is on a holiday.
16. The DJ facility or loud speaker will not be made available and permission will not be given for the same.

Dt. 27.05.2023

Sd/-
DIRECTOR

Epp
Upload
on website
hsh
31/05/23