

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act, 9 of 2003)

'B Grade Accredited by NAAC'

Gen./CDLU/2020/11190-249

Dated 23.10.2020

To

All the Deans/Directors/Chairpersons/UTDs., CDLU, Sirsa.

Branch Heads, CDLU, Sirsa.

Sub: Utilization of Herbal Park at CDLU, Sirsa.

Sir/Madam

In this context, it is intimated that the Executive Council in its meeting held on 29.09.2020 vide Resolution No. 25 has considered and approved the terms & conditions, rules & regulations and charges etc. for utilizing the Herbal Park for conducting academic and cultural programs/curricular activities with the following amendments:

Clause (iii) a) Academic Activities for students of UTDs Rs. 1000/- per day.

b) Cultural Activities for students of UTDs Rs. 3000/- per day.

It was further resolved that 10% of the Net Income from the Herbal Park will be contributed towards Chief Minister's Relief Fund. All are requested to visit University Website to see the terms & conditions, rules & regulations and charges etc. for utilizing the Herbal Park for conducting academic and cultural programs/curricular activities (copy enclosed).

Estate Officer

Endst. No./Gen./2020/11250-254

Dated 23.10.2020

Copy of the above is forwarded to the following for information and further necessary action:-

1. The Joint Director (Audit), CDLU, Sirsa.
2. The Account Officer, CDLU, Sirsa.
3. The Assistant Registrar (Academic), CDLU, Sirsa.
4. Assistant Registrar, Office of Vice Chancellor (for kind information of the Vice Chancellor), CDLU, Sirsa.
5. The P.A to Registrar (for kind information of the Registrar) CDLU, Sirsa.

Estate Officer

The Executive Council in its meeting held on 29.09.2020 vide Resolution No. 23 has considered and approved Term & Conditions, rule & regulations and charges etc. for utilizing the Herbal Park for conducting academic and Cultural programs/curricular activities.

Considered and approved vide resolution No. 25 by the Executive Council in its 59st meeting held on 29.09.2020, the term & conditions, rules & regulations and charges etc. for utilizing the Herbal Park for conducting academic and cultural programs/curricular activities with the following:-

- (i) Regular officials not below the rank of Deputy Superintendent should be entrusted with this responsibility for booking the Herbal Park. The booking of Herbal Park shall be made through office of General Branch with the approval of the competent authority i.e. Vice-Chancellor. The officials entrusted with this responsibility for use of the Herbal Park and report to the Construction Branch regarding maintenance, if any and report to the authorities about the damage/ theft occurred by the user.
- (ii) The committee considered that this facility may be provided to Government Departments for conducting academic/ cultural activity on free of cost, however, on account of electricity and cleanliness a sum of ₹10,000/- per day may be charged from Government Departments.
- (ii) This facility may be provided to students of all UTDs departments and University College on the following rates for conducting academic and cultural activities on the recommendation of DSW/ DYW/ Chairperson, Principal, University College and prior approval of the Vice-Chancellor:
 - a) Academic Activity: Rs.1000/- per day
 - b) Cultural Activity: Rs. 3000/- per day
- (iii) All affiliated colleges of CDLU, Sirsa will avail this facility on the recommendations of the Principal and prior approval of the Vice-Chancellor. However, a sum of ₹10,000/- on account of electricity & cleanliness shall be charged for one day programme.
- (iv) Other educational institutions will be charged @ ₹20,000/- per day.
- (v) High volume music shall not be permitted.
- (vi) Use of alcohol & smoking strictly prohibited.
- (vii) During examinations and other essential days booking of Herbal Park will be strictly prohibited.
- (viii) A refundable security of ₹20,000/- will be deposited by other outside users, educational institutions and affiliated colleges of this University.
- (ix) GST as applicable will be extra
- (x) 10% of the Net Income from the Herbal Park will be contributed towards Chief Minister's Relief fund.

Terms & Conditions

- a) No request will be entertained except on the prescribed application form to be enclosed at Annexure-A and the prescribed fee along with refundable security amount chargeable.
- b) The user shall abide by all the rules and regulations and other terms and conditions issued from time to time, for booking/ use of the Herbal Park.
- c) The booking shall be subject to availability of Herbal Park on any day and grant of final approval by the Vice-Chancellor.
- d) In the event of co-instances, the University shall have the right to cancel the booking permission once given may be without assigning any reason.
- e) Seating capacity of open air theatre is 200 to 300 persons only. However, spectators in addition to the capacity mentioned can be accommodated in the lawns as the stage of open air theatre is visible from whole Herbal Park.
- f) The user will be responsible for safety & security of Herbal Park during the function, if any damage is done to any item/ equipment or any theft is noticed the user shall bear the cost of damage and theft to be deducted from the security amount. In case the cost of theft and damage is more than the security amount the balance cost shall be deposited in cash at the counter of the University on the basis of report given by the caretaker or any officer of the University within 02 working days. The loss assessment report will be filed within 02 working days by the caretaker. However, photographs of the damage will be taken in on the day of damage. Security will not be released/ refunded till then.
- g) The user shall be responsible for keeping the premises of the Herbal Park neat and clean and will hand over the Herbal Park to the concerned official in a neat condition.
- h) The user shall not use the Herbal Park for purpose other than mentioned in the Application form.
- i) The user shall not use the Herbal Park premises for screening/ presentation of any objectionable activity like pornographic scenes/ files or political/ commercial activities. The use of Herbal Park shall not be allowed for any political activity by the political parties.
- j) The user shall pay taxes in respect of the function/ activity.
- k) The user shall entirely be responsible for any risk or damage to life of property of any person (organizers, performers and audience or spectator). The University shall not be responsible for any cost towards such losses/ damages.
- l) The security shall be refunded by the Officer In-charge of Herbal Park on satisfaction that no recovery is to be made on account of any damages etc.
- m) The user shall have to intimate the name of VIP/ Chief Guest invited for the programme/ function at the time of booking on the prescribed Proforma.
- n) The user shall also inform to fire brigade & District Administration for proper arrangement of security etc.
- o) The payment shall be accepted only in the shape of Bank Draft/ RTGS or Cash at University counter with University receipt. Payment through cheque will not be accepted.
- p) The University will not be responsible for failure of electricity, generator on account of any unforeseen reasons, technical or otherwise.
- q) The vehicles shall have to be parked only at the place specified for the purpose.
- r) No extra facility shall be provided by the University to the users of the venue.

- s) No interior decoration in the Herbal Park shall be permitted. Nailing anything on the walls or dais is strictly prohibited.
- t) Smoking is not allowed. Further, any inflammable material is not allowed to be carried inside Herbal Park. Consumptions of drugs, liquor or any objectionable material is strictly prohibited.
- u) The volume of sound during the program shall be such as does not disturb the University functioning and its inhabitants.
- v) The decision of the Vice-Chancellor shall be final especially with regard to any interpretation of rules and the legal jurisdiction shall be limited to Sirsa only.
- w) Herbal Park may be given to the UTDs/ Officers/ Branches of this University for function/ seminar with the permission of the Vice-Chancellor on the specific recommendation of the concerned Chairperson/ Branch In-charge/ Officer. In case of Hostel student's facilities will be available on the recommendation of the Warden (s) and Chief Warden.
- x) Plucking of flowers, any damage of herbal plants/ musical fountains is strictly prohibited.
- y) Right to cancel booking at any time even including during the Programme.
- z) The user will be responsible for safety, security and law & order situation in Herbal Park during the activity/function. If any damage is done to any items/equipment's or any theft is noticed, the user shall bear the cost of damage/theft to be deducted from the security amount. In case the cost of theft and damage is more than the security amount the balance cost shall be deposited in cash at the counter of the University on the basis of report given by the Care Taker or any other Officer of the University within 2 working days. The Loss Assessment Report will be submitted within two working days by the Care Taker. However, photographs of the damage will be taken on the day of damage. Security will not be released/refunded till no dues is given by Care Taker or concerned officer.