

UNIVERSITY OF KALYANI

Kalyani 741235, West Bengal
Office of the Estates and Trusts

Letter of Permission for Utilizing University Space

1. Name of Person/ Department/ Organization:

2. Name of the Space required (Hall/Room):

- a. A. J. C. Bose Hall
- b. A. P.C. Sabhagriha
- c. Vidyasagar Sabhagriha
- d. Any Other:

Name and Designation of the Applicant

3. Date and Time: From _____ to _____

4. Charges for Utilization:

- a. Amount Paid:
- b. Amount Expected:
- c. Total paid:

5. Payment Receipt no. and Date

(Payments be made directly in the University Cash Counter)

6. Details of Payment Received:

Signature of ETO (Offg.)

Signature of the Registrar (offg.)

Vice Chancellor's Approval sought:

Yes No

Rates for Utilizing the University Space:

- a. Vidyasagar Sabhagriha: Rs. 7000.00 (External); Rs. 3500 (Internal) for Full Day
- b. A.P.C. Sabhagriha: Rs. 3000 (External); Rs. 1,500 (Internal) for Full Day
- c. A.J.C. Bose Hall: Rs. 2000 (External); Rs. 1000(Internal) for Half Day
- d. For other accessories like Digital Projector, etc. Separate Rs. 1000 will be charged

Note: If any item in any of these spaces is damaged the organizers shall have to pay for it.