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Auditorium Anthropological Survey of India

Government of India, Ministry of Culture

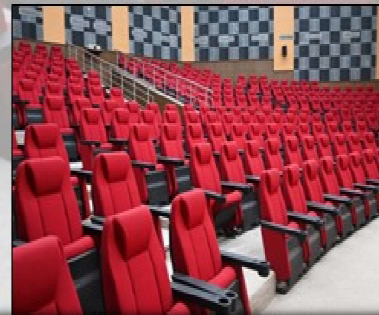
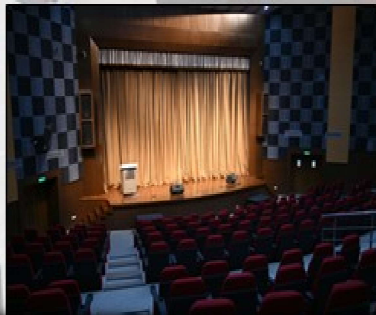
EN 79, Sector V, Salt Lake City

Kolkata 700091

ansi.auditorium@gmail.com

Facilities:

- ❖ *Suitable for all Academic purposes*
- ❖ *Fully Air conditioned*
- ❖ *Seating capacity 300*
- ❖ *Projectors, Wireless microphones*
- ❖ *Computer, Internet, and Audio-Visual facilities*
- ❖ *Recording facility*
- ❖ *Additional rooms for VIPs*
- ❖ *Parking facility*



GUIDELINES FOR ALLOTMENT OF AUDITORIUM OF ANTHROPOLOGICAL SURVEY OF INDIA, HEAD OFFICE, KOLKATA

1. Allotment of Auditorium of Anthropological Survey of India, Head Office, Kolkata will be done by the Competent Authority, AnSI, Head Office subject to availability for conducting of academic programs by government organizations, academic institutions and others.
2. Allotment of Auditorium shall be for the purposes of organizing academic activities in the nature of Conferences (International/ National/ State Level) Lectures, Symposia, Workshops, Training programme, etc.
3. Applicant has to submit the application in the prescribed format available in the Anthropological Survey of India website www.ansi.gov.in to the email ID ansi.auditorium@gmail.com along with a request letter addressed to the Director, Anthropological Survey of India, Government of India, Ministry of Culture, EN 79, Sector - 5, Salt Lake City, Kolkata – 700091 in the official letterhead from the Head of the Institution of the organizer before 30 days of commencement of the programme.
4. Allotment of Auditorium and charges towards rent for the same will be levied for the activities mentioned at para-2 as per guidelines and rules of AnSI, Kolkata. The charges have to be paid by the organizer at a time before the programme. The auditorium will be allotted only for working days only.
5. In case of damage to the infrastructure, furniture and fittings etc. in the Auditorium, the organizer will be held responsible and demurrage charge will be applicable.
6. Audio and the Video equipments installed in the Auditorium will be operated by the designated officials of AnSI, Head Office, Kolkata. No other person will be permitted to operate the equipments.
7. Serving and eating refreshment/food (Breakfast/Lunch/Dinner) inside the Auditorium is strictly prohibited.
8. The Director, AnSI, has the discretion for the allotment of the Auditorium and allotment may be terminated at any point of time without citing any reason.

**Director
Anthropological Survey of India
Kolkata – 91**

Anthropological Survey of India
Ministry of Culture, Government of India
EN 79, Sector – 5, Salt Lake City,
Kolkata – 700091
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APPLICATION FORM FOR ALLOTMENT OF AUDITORIUM

1. Name of the Applicant	:		
2. Department	:		
3. Name of the Academic Activity	:		
4. Nature of the Academic Activity (Tick the Event)		i. Conference	a. International
			b. National
		ii. Workshop	a. International
			b. National
		iii. Lecture	
		iv. Symposium	
v. Course			
5. Date(s) of the Academic Activity	:	From:	To:
6. Number of Participants	:		
7. Program Schedule (Enclosed)	:	YES / NO	
8. Details of the Organizer	:		
9. Communication Address of the Organizer (mobile No. and e-mail id)	:		

* Request letter in the official letterhead from the Head of the Institution of the organizer should be enclosed along with this form.

DECLARATION

I have read the Rules and Regulations for allotment of the Auditorium of Anthropological Survey of India, Head Office, Kolkata - 91 and undertake to abide by the same.

Place:
Date:

Signature of the applicant
with office seal

For Office Use

APPROVED	
NOT APPROVED	

Director