

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

F. No. ADPE/SPT/Dev-37/2006/Pt.I

Dated: 27<sup>th</sup> January, 2026

**NOTIFICATION**

Administrative approval is hereby accorded to streamline the allotment and management of the following sports facilities/arena at Rajiv Gandhi University (RGU) by Officer's designated against each with immediate effect:

<b>Sl. No.</b>	<b>Particular of sports related facilities/arena</b>	<b>Action/Controlling Officer</b>
1.	<b>Convention Hall and Mini Auditorium:</b> The management and maintenance of the Convention Hall and Mini Auditorium shall be undertaken by the Estate Officer. User fees shall be collected and deposited into the university account through online/challan. A proper record shall be maintained in a separate register.	<b>Estate Officer</b>
2.	<b>Sports Facilities:</b> The management and maintenance of the main playground, gallery, rostrum, Basketball Court, Old Auditorium (Mini Indoor Sports Hall), and Students' Activity Centre shall be carried out by the ADPE. Utilization fees shall be collected by the ADPE from the users and deposited into the university account through online/challan. A separate register shall be maintained and reconciliation be made on monthly basis.	<b>ADPE and Estate Officer</b>
3.	<b>BPED playground, Shooting Range and Boxing Hall:</b> The management of the BPED Playground (Ground No. 3), Shooting Range, Boxing Hall and Badminton Court under the Students Activity Centre shall be overseen by the HoD, Physical Education/Sports Sciences. Utilization fees shall be collected by the HoD, Physical Education/Sports Sciences from the users and deposited into the university account through online/challan. The reconciliation to be made on monthly basis.	<b>HoD, Physical Education/ Sports Sciences</b>
4.	<b>Sports Equipment – Procurement and Issue:</b> A general proposal for procurement of sports equipment shall be prepared and undertaken by the ADPE. However, for the Department of Physical Education and Sports Sciences, the HoD concerned will submit their proposals/requirements which are to be	<b>HoD, Physical Education/Sports Sciences and ADPE</b>



	procured/provided through ADPE. The HoDs as well as ADPE has to maintain Stock Register.	
5.	<p><b>Training (Academic):</b> The HoD, Physical Education shall conduct training for students and collect requisite fees from enrolled trainees. The collected fees shall be deposited into the university account through online/challan and reconciliation be made on monthly basis.</p> <p>A committee comprising the members of the Department of Physical Education and Sports Sciences shall prepare a Standard Operating Procedure (SoP) and concept notes for running the Academic Training Programme, in line with other self-financing courses of the university. The finalized SoP shall be submitted to the university administration for further necessary action.</p>	<b>HoDs, Physical Education and Sports Sciences</b>
6.	The university shall earmark funds for ground maintenance, laboratory equipments, etc. for the Department of Physical Education and Departments under Sports Sciences. The concerned HoDs shall submit a written request letter to the university administration to this effect. Upon receipt of such proposals, the Estate Officer shall initiate the matter.	<b>HoDs, Physical Education/ Sports Sciences and Estate Officer</b>
7.	<p><b>Membership fees - Mini Indoor Sports Hall:</b> Membership fees for the use of the Mini Indoor Sports Hall shall be collected and deposited into the university account through online/challan. A separate register shall be maintained to record the name of the users.</p>	<b>ADPE/Officers' Club</b>
8.	<p><b>Users' Fees for Sports Facilities:</b> User fees for various sports facilities shall be collected, except in cases of RGUSU and regular university functions. A separate register shall be maintained. Fees collected shall be deposited into the university Bank of Baroda account No. 83420100000307, IFSC BARB0VJARUN, Arunachal University Branch online/challan and reconciliation be done on regular basis.</p>	<b>ADPE/HoD, Physical Education</b>
9.	<p><b>Conference Hall of CDOE/AITS:</b> A separate register shall be maintained to record the revenue generated from the use of the Conference Halls of CDOE/AITS.</p>	<b>Director, CDOE/AITS</b>

This supersedes the earlier order of even number dated 30<sup>th</sup> October, 2025.



Sd/-  
Registrar

Memo No. ADPE-SPT/Dev-37/2006 (Pt-I) /417

Dated ..3..th January, 2026

Copy to:

1. PS to Vice Chancellor for information.
2. All Deans of faculties for information.
3. Dean, Students' Welfare for information.
4. PS to Registrar / Finance Officer / Coe for information.
5. All Heads of the Department /Institutes for information.
6. Chief Warden/ Wardens /Deputy Wardens/ for information.
7. All Joint Registrars for information.
8. All Deputy Registrars for information.
9. Executive Engineer for information and necessary action.
10. Joint Director (CC) for information with a request to upload the same on the university website.
11. PRO for information.
12. ADPE for information.
13. Senior Security Officer for information.
14. Estate Officer for information.
15. Office copy.



**(Dr. N.T. Rikam)**  
**Registrar**