



MOHAMMAD ALI JINNAH UNIVERSITY



MAJU SPACES RENTAL POLICY 2022

(Version 1.1)



Mohammad Ali Jinnah University (MAJU) chartered by the Government of Sindh and recognized by the Higher Education Commission (HEC), was established in 1998. The objective in naming the University after Quaid-e-Azam was to offer the highest quality of education, research, and patriotism. MAJU enjoys the privileged status of a comprehensive University. The Charter Inspection and Evaluation Committee of the Government of Sindh has ranked MAJU as "Very Good" (5 Star). At MAJU, education is considered an essential service. Hence teaching continues despite natural and human obstructions. All graduates of MAJU are getting jobs in reputed organizations or undergoing advanced studies abroad on scholarships.

For reservation of MAJU spaces and facilities for workshops, seminars, recruitment tests, examinations and related events, please contact:

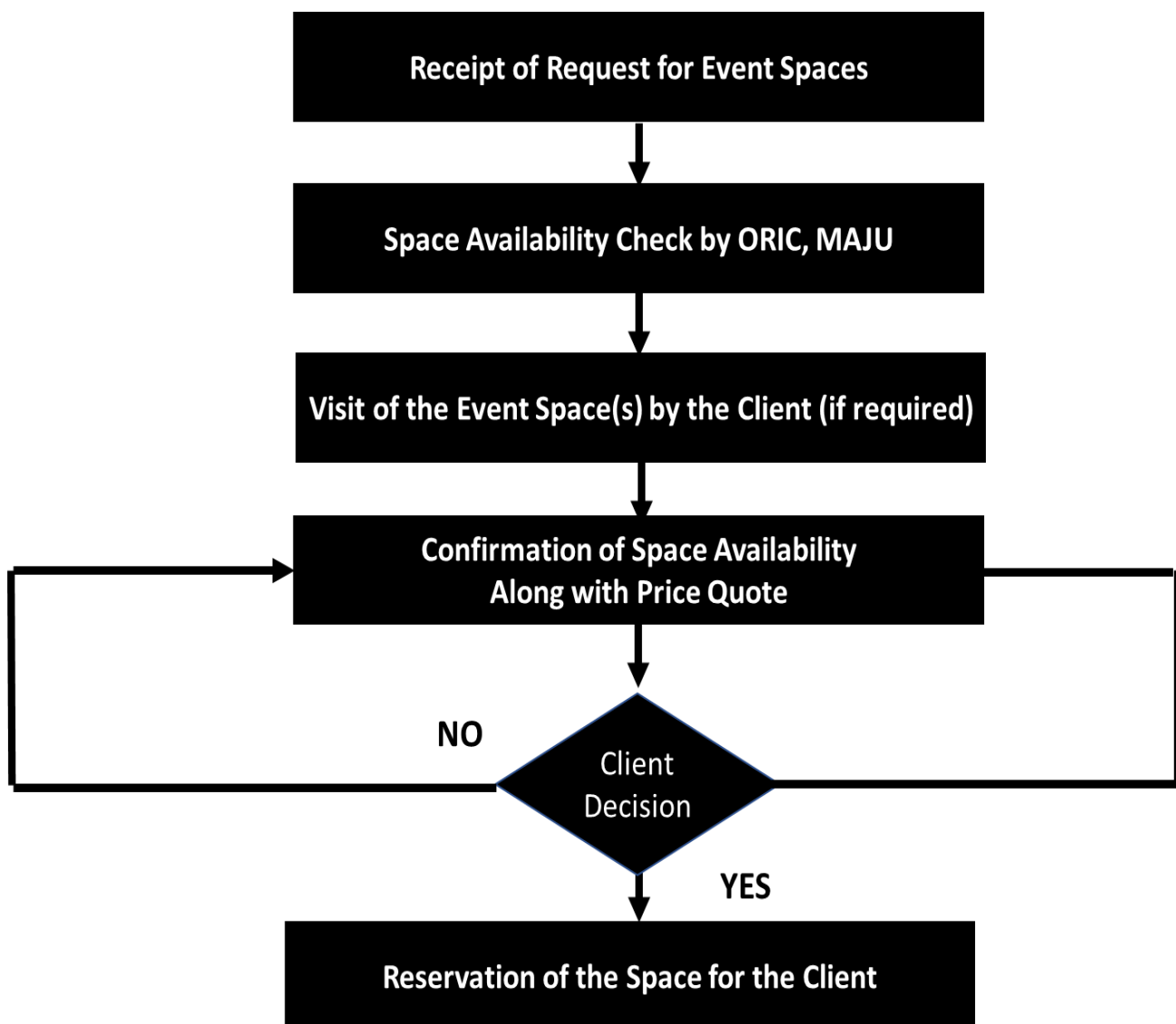
Office of Research, Innovation and Commercialization (ORIC)

Phone: + 92-111 87 87 87 (Digital Ext # 124); Email: oric@jinnah.edu

1. INTRODUCTION

Mohammad Ali Jinnah University is pleased to announce its SPACES RENTAL POLICY for the external clients and HEIs intending to use its spaces and facilities for their official educational and academic events such as Workshops, Seminars, Conferences, Academic Debates, Recruitment Tests, Examinations etc. The university premises will be rented without the impairment of any regular university events and activities.

2. RENTAL APPLICATION PROCESS FLOW STEPS



3. BOOKING PAYMENTS

All payments should be made preferably by online fund transfer directly into the Mohammad Ali Jinnah University's official bank account. In case of such online transfers, STAN number of the transaction may be included which can be obtained directly from the bank concerned or by calling their helpline. A confirmation would only be made upon payment of 50% of the event charges in advance. Total charges must be paid at least 2 days prior to the event date.

3.1. Other Payment Methods

- Pay Order/Demand Draft in the favour of Mohamad Ali Jinnah University, Karachi.
- Crossed Cheque payable to Mohammad Ali Jinnah University, Karachi. However, ORIC would make the confirmation of the booking only upon clearance of the cheque.

4. FACILITY/SPACE RENTAL RATES & RELATED CHARGES

Event Duration	Smart Class/Computer Lab/ ICT Seat	Standard Classroom/Auditorium Seat
Full Day (5-10 hours)	Rs. 750	Rs. 500
Half Day (2-4 hours)	Rs. 500	Rs. 350
Less than 2 hours	A lump-sum quote would be offered on a case-to-case basis	
Note: • Rates would be subject to annual revision based on inflation and other underlying factors. • In case of reservation of the Auditorium space, minimum occupancy must be 50. Otherwise, a fixed base rent of Rs. 15000 (full day) and Rs 10,000 (half-day) would be charged in addition to the charges per seat. • In case of reservation of standard classroom/computer/ICT lab space, minimum occupancy is 15. Otherwise, a fixed base rent of Rs. 5000 (full day) and Rs 3500 (half-day) would be charged in addition to the charges per seat. • Any support staff required would be charged @Rs. 2000 (full day) and Rs. 1000 (half day). • All other services (such as printing, photocopying, refreshments, lunch etc.) would be charged separately. Clients may avail university provided facilities on their own.		

5. DISCOUNTS & PROMOTIONS

The factors such as type and nature of event, cost incurred, special needs, client profile and past volume of business with MAJU etc. would also be considered on a case-to-case basis while offering discounts. Accordingly, the following categories of discounts would be offered on hiring of MAJU facilities and spaces by the clients.

- ✓ 10% discount for MAJU faculty, staff, alumni and student referred educational events.
- ✓ 20% discount for the Universities and Institutions whom MAJU has signed MoUs with.
- ✓ In exceptional cases, special discounts or waivers for not-for-profit/charitable organizations would be decided on a case-to-case basis.

6. CANCELLATIONS

All cancellations must be made in writing and received to ORIC at least 5 days prior to the event scheduled date, and in that case no cancellation charges will be applied. However, if the event is cancelled within 2 days or less of its scheduled date, at least 50% cancellation charges will be applied. This cancellation policy is not meant to penalize the rentee but to discourage unnecessary last-minute cancellations thereby ensuring availability of the spaces to other prospective rentees.

7. SPECIFICATION OF AVAILABLE RENTAL SPACES

Specific details of the available spaces and facilities are at **Annexure-A**.

8. HOW TO BOOK

Application can be made via phone call (021-111 87 87 87 Ext: 124) or by email at oric@jinnah.edu. It would also be required to fill the google form available at:

<https://docs.google.com/forms/d/e/1FAIpQLScSCfkQW6Y6ppghNVqXZy7KkmP1NZHCA5uEiqRAfURD3QkTUg/viewform>

9. POLICY INFORMATION

9.1. Policy Approvals

Policy Custodian(s)	Manager UILICTT (ORIC)
Responsible Officers	Director (ORIC) Manager UILICTT (ORIC)
Reviewed & Recommended By	ORIC Executive Committee
Approved By	President
Next Review Date (if required)	May 2023

9.2. Policy History

Version	V1.0 (2021-25)
Approval Date	30 May 2022
Effective Date	01 June 2022
Superseded Document (if any)	Nil

DETAILS OF THE AVAILABLE MAJU SPACES AND FACILITIES

S #	Space Name	Block	Identifier	Strength
1	Auditorium I	A	AF-AUDI	150
2	Auditorium III	C	CS-AUDI	293
3	C-03		AF-C1	70
4	C-02		AF-C2	
5	Bio Science Lab II		AF-C3	-
6	C-05		AG-C1	
7	C-06		AG-C2	
8	SE-Lab		AG-C3	49
9	Bio Science Lab I		AG-C4	-
10	Computing Lab		BG-C1	20
11	Programming and Simulation Lab		BG-C2	31
12	C-11		BG-C3	
13	C-10		BG-C4	46
14	C-09		BG-C5	60
15	Microbiology Lab		BG-C6	-
16	Molecular Biology Lab		BG-C7	-
17	Advanced Network Lab		BF-C1	23
18	C-15		BF-C2	
19	208		BF-C3	
20	209		BF-C4	
21	C-21		CG-C1	54
22	C-22		CG-C2	54
23	C-23		CG-C3	54
24	C-24		CG-C4	54
25	C-25		CG-C5	54
26	C-26		CG-C6	54
27	C-27		CG-C7	54
28	C-28		CG-C8	54
29	C-29		CG-C9	54
30	C-30		CF-C1	54
31	C-31		CF-C2	54
32	C-32		CF-C3	54
33	C-33		CF-C4	54
34	C-34		CF-C5	54
35	C-35		CF-C6	54

36	C-36		CF-C7	54
37	C-37		CF-C8	54
38	GC Lab I		CS-C1	40
39	GC Lab II		CS-C2	40
40	AI and Data Science Research Lab		DB-C1	10
41	EE Computing Lab		DB-C2	0
42	Machine and Automation Lab		DB-C3	-
43	Communication and Signal Processing Lab		DB-C4	-
44	Control and Robotics Lab		DB-C5	-
45	Embedded System Lab		DB-C6	-
46	Advanced Network Lab		DB-C7	23
47	Project Lab		DB-C8	-
48	Electronics Lab		DB-C9	-
49	Computing FYP Lab		DB-C10	-
50	Electricity and Magnetism		DB-C11	-
51	C-39		DG-C1	50
52	C-40		DG-C2	50
53	Smart Class		DG-C3	44
54	C-41		DG-C4	50
55	C-42		DG-C5	50
56	C-44		DF-C1	50
57	C-43		DF-C2	50
58	Engineering Workshop		DF-C3	

Identifier/Name	Strength	Fix Chairs/ Moveable Chairs	No. of Moveable Tables	Air Conditioned?	Multimedia Equipped?
AS-O1	25	Moveable	0	Yes	Yes
CS-O0	50	Fix	1	Yes	Yes
AF-AUDI	150				
CS-AUDI	293	295	2	Yes	Yes
AF-C1	70				
AF-C2					
AF-C3	-				
AG-C1					
AG-C2					
AG-C3	49				
AG-C4	-				
BG-C1	20				
BG-C2	31				
BG-C3					
BG-C4	46				
BG-C5	60				
BG-C6	-				
BG-C7	-				
BF-C1	23				
BF-C2					
BF-C3					
BF-C4					
CG-C1	54	55	0	Yes	Yes
CG-C2	54	53	0	Yes	Yes
CG-C3	54	55	0	Yes	Yes
CG-C4	54	55	0	Yes	Yes
CG-C5	54	55	0	Yes	Yes
CG-C6	54	54	0	Yes	Yes
CG-C7	54	53	0	Yes	Yes
CG-C8	54	55	0	Yes	Yes
CG-C9	54	55	0	Yes	Yes
CF-C1	54	56	0	Yes	Yes
CF-C2	54	55	0	Yes	Yes
CF-C3	54	56	0	Yes	Yes
CF-C4	54	55	0	Yes	Yes
CF-C5	54	55	0	Yes	Yes
CF-C6	54	55	0	Yes	Yes
CF-C7	54	55	0	Yes	Yes

CF-C8	54	55	0	Yes	Yes
CS-C1	40	45	0	Yes	Yes
CS-C2	40	45	0	Yes	Yes
DB-C1	10	10	0	Yes	Yes
DB-C2	0	0	0	Yes	No
DB-C3	-				
DB-C4	-				
DB-C5	-				
DB-C6	-				
DB-C7	23	23	0	Yes	Yes
DB-C8	-				
DB-C9	-				
DB-C10	-				
DB-C11	-				
DG-C1	50	50	1	Yes	Yes
DG-C2	50	50	1	Yes	Yes
DG-C3	44	44	0	Yes	Yes
DG-C4	50	50	1	Yes	Yes

Current Room Name	Screen	Speaker	Table Mike	Hand Mike	Collar Mike	Fix Assets Facilities
AS-O1	Yes	No	Yes	No	No	
CS-O0	Yes	Yes	No	No	No	
AF-AUDI						Auditoriums
CS-AUDI	Yes	Yes	Yes	Yes	No	Engineering Labs
AF-C1						Biosciences Labs
AF-C2						Guest House
AF-C3						Studio
AG-C1						
AG-C2						
AG-C3						
AG-C4						
BG-C1						
BG-C2						
BG-C3						
BG-C4						
BG-C5						
BG-C6						

BG-C7						
BF-C1						
BF-C2						
BF-C3						
BF-C4						
CG-C1	Yes					
CG-C2	Yes					
CG-C3	Yes					
CG-C4	Yes					
CG-C5	Yes	Yes				
CG-C6	Yes					
CG-C7	Yes					
CG-C8	Yes					
CG-C9	Yes					
CF-C1	Yes					
CF-C2	Yes					
CF-C3	Yes					
CF-C4	Yes					
CF-C5	Yes					
CF-C6	Yes					
CF-C7	Yes	Yes				
CF-C8	Yes					
CS-C1	Yes					
CS-C2	Yes					
DB-C1	No	No	No	No	No	2 normal PCs & 2 JPUs
DB-C2	No	No	No	No	No	White Board
DB-C3						
DB-C4						
DB-C5						
DB-C6						
DB-C7	No	No	No	No	No	
DB-C8						
DB-C9						
DB-C10						
DB-C11						
DG-C1	No	No	No	No	No	
DG-C2	No	No	No	No	No	
DG-C3	No	Yes	No	No	No	
DG-C4	No	No	No	No	No	

DG-C5	No	No	No	No	No	
DF-C1	No	No	No	No	No	
DF-C2	No	No	No	No	No	
DF-C3						

Current Room Name	Strength	Fix/ Moveable Chairs	Air Condition	Multimedia	Screen	Speaker	Table Mike	Hand Mike	Type of Facility/Space	Additional Moveable Facilities	Location
AS-O1	25	Moveable	Yes	Yes	Yes	No	Yes	No			
CS-O0	50	Fix	Yes	Yes	Yes	Yes	No	No			
AF-AUDI	150								Auditoriums	Rotating HD web cam	A
CS-AUDI	293	295	Yes	Yes	Yes	Yes	Yes	Yes	Engineering Labs	LED Screen	A, C, D
AF-C1	70								Biosciences Labs	Slide Chager	A
AF-C2									Guest House	Laptop	A
AF-C3	-								Studio	Rotating HD web cam	
AG-C1										Web Cam	C, D
AG-C2											
AG-C3	49										
AG-C4	-										
BG-C1	20										
BG-C2	31										
BG-C3											
BG-C4	46										
BG-C5	60										
BG-C6	-										
BG-C7	-										
BF-C1	23										
BF-C2											
BF-C3											
BF-C4											
CG-C1	54	55	Yes	Yes	Yes						C
CG-C2	54	53	Yes	Yes	Yes						C
CG-C3	54	55	Yes	Yes	Yes						C
CG-C4	54	55	Yes	Yes	Yes						C
CG-C5	54	55	Yes	Yes	Yes	Yes					C

CG-C6	54	54	Yes	Yes	Yes						C
CG-C7	54	53	Yes	Yes	Yes						C
CG-C8	54	55	Yes	Yes	Yes						C
CG-C9	54	55	Yes	Yes	Yes						C
CF-C1	54	56	Yes	Yes	Yes						C
CF-C2	54	55	Yes	Yes	Yes						C
CF-C3	54	56	Yes	Yes	Yes						C
CF-C4	54	55	Yes	Yes	Yes						C
CF-C5	54	55	Yes	Yes	Yes						C
CF-C6	54	55	Yes	Yes	Yes						C
CF-C7	54	55	Yes	Yes	Yes	Yes					C
CF-C8	54	55	Yes	Yes	Yes						C
CS-C1	40	45	Yes	Yes	Yes						C
CS-C2	40	45	Yes	Yes	Yes						C
DB-C1	10	10	Yes	Yes	No	No	No	No	2 normal PCs & 2 JPU's	Portable white board	
DB-C2	0	0	Yes	No	No	No	No	No	White Board	 (10 sofas and 1 table is available)	
DB-C3	-										
DB-C4	-										
DB-C5	-										
DB-C6	-										
DB-C7	23	23	Yes	Yes	No	No	No	No		No	
DB-C8	-										
DB-C9	-										
DB-C10	-										
DB-C11	-										
DG-C1	50	50	Yes	Yes	No	No	No	No			
DG-C2	50	50	Yes	Yes	No	No	No	No			
DG-C3	44	44	Yes	Yes	No	Yes	No	No		It is a Computer Lab	
DG-C4	50	50	Yes	Yes	No	No	No	No			
DG-C5	50	50	Yes	Yes	No	No	No	No			
DF-C1	50	50	Yes	Yes	No	No	No	No			
DF-C2	50	50	Yes	Yes	No	No	No	No			
DF-C3											

OFFICIAL APPROVALS

Initiated By: Dr. Junaid Rehman Shaikh, Director (ORIC), Mohammad Ali Jinnah University, Karachi

Signature & Stamp:

Reviewed & Recommended By: ORIC Executive Committee (OEC), Mohammad Ali Jinnah University, Karachi

Signature & Stamp:
(Head of OEC)

Approved By: Prof. Dr. Zubair Ahmed Shaikh, President, Mohammad Ali Jinnah University, Karachi

Signature & Stamp: