REQUISITION FOR HALL BOOKING IN SIR C V RAMAN ACADEMIC & ADMINISTRATIVE BUILDING

Date:

1. Hall/Room : Seminar / Conference / Drawing/ Meeting Hall

2. No. of Halls required :
   (Mention Number only)

3. Preferred Hall Numbers :

4. Name of the proposed Programme / Event :

5. Date(s) of the proposed Programme / Event :

6. Time Duration :

From	To

7. Purpose for which the hall is required * :

8. Requirement for audio system : | Yes | No |
   (Strike out whichever is not necessary)

9. Requirement for LCD Projector : | Yes | No |
   (Strike out whichever is not necessary)

10. Name of the Event Coordinator :

   a) Staff Id :
   b) Mobile No. :
   c) Department :

UNDERTAKING

I shall take complete responsibility of taking care of all the (electronic / non-electronic) items in the hall.

Name & Signature of the Event Coordinator

Recommended & Forwarded:

Signature & Seal of the HoD / Faculty In-charge

(FOR OFFICE USE)

Approved/Not Approved   :   Allotted Hall(s):

Signature of the In-charge

Registrar

*Attach appropriate sanction letter
Note: Kindly book the hall well in advance or at least one day before the event.*