

Application Form for Booking of Auditorium/ Conference Room/ Banquet Hall/ Board Room / Seminar Hall

Date of Requisition:.....

1. Name of the Applicant:
2. Designation:..... 3. School/Department:.....
4. Purpose for Booking :.....(Enclosure: if any)
5. Mobile No:..... 6. Email Id.:.....
7. Date (s) on which Venue required:.....
8. Timings: From.....To..... 9. Number of Persons expected:.....
10. Name of Chief Guest and other dignitaries, if any: 1:.....
2:.....
3:.....
4:.....
5:.....

11. Tick venue required :

1. Upper Auditorium 2. Lower Auditorium 3. Conference Room (IGH)
4. Banquet Hall (IGH) 5. Board Room (Centre for Training & Skill Development)
6. Seminar Hall 7. Others (if any):

Signature of Applicant

Signature of Dean/Asso. Dean/ Head of the Department

Estate Manager (For Availability Status)

APPROVED/ NOT APPROVED

CAMPUS DIRECTOR/ EXECUTIVE REGISTRAR

To,
Estate Manager (For Allotment)