

OFFICE OF THE FIRST YEAR CO-ORDINATOR

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPLI-620015

REQUISITION FOR HALL IN LHC

Date:

1. Requirement of Hall Number : LH -
2. Name of the proposed programme / Event :
3. Date(s) of the proposed programme / Event* :
4. Time Duration : From.....To.....
5. Purpose for which the hall is required * :
6. Requirement for audio system : Yes/No
7. Requirement for LCD projector : Yes/No
8. Name of event co-ordinator :
- i) Staff No. /Roll No. :
- ii) Mobile No. :
- iii) Department :

Signature of the event co-ordinator

Signature of the HoD /Faculty incharge

*Attach appropriate Sanction letter

UNDERTAKING.

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

Signature of the event co-ordinator

(FOR OFFICE USE)

Approved/Not Approved** :

Allotted Hall :

Remark:

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First year co-ordinator