**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620015 REQUISITION FOR HALL IN LHC / ORION / CSE301&302 / ADMIN HALLS**

# Date:

1. Location :
2. No. of Halls required :

(Mention Number only)

1. Preferred Hall Numbers :
2. Name of the proposed Programme / Event/Assessment :
3. Date(s) of the proposed Programme / Event/ Assessment :
4. No. of people attending the proposed Programme / Event/ Assessment :

|  |  |
| --- | --- |
| From | To |
|  |  |

1. Time Duration :
2. Purpose for which the hall is required \* :
3. Requirement for audio system : (Strike out whichever is not necessary)

|  |  |
| --- | --- |
| Yes | No |

1. Requirement for LCD Projector : (Strike out whichever is not necessary)

|  |  |
| --- | --- |
| Yes | No |

1. Name of the Event Coordinator :
	1. Staff NO. / Roll No. :
	2. Mobile No. :
	3. Department :

*\* A2 / A11 / A12/ A13 / EEE AUDI / BARN*

|  |  |  |  |
| --- | --- | --- | --- |
| LHC | CSE301&302 | ORION | \*ADMIN HALLS |

# UNDERTAKING

*I shall take complete responsibility of taking care of all the (electronic / Non-electronic) items in the hall. If the event is held beyond office hours, or on institute holidays (public holidays, and Sundays), the faculty/department/club hosting the event has to pay over-time charges.*

*A payment @ Rs. 300/- for up to 4 hours, and @ Rs. 600/- beyond 4 hours and up to 8 hours, shall be remitted to the institute within the next 3 working days, and submit the challan.*

Recommended & Forwarded:

# Signature & Seal of the HoD / Faculty Incharge

**Name & Signature of the Event Coordinator**

Approved/Not Approved**\*\*** :

Allotted Hall(s) :

**\*\***Remark :

# (FOR OFFICE USE)

\*Attach appropriate sanction letter **Authorized Signatory\*\*\***

\*\*\* Authorized Signatory for

1. LHC : Academic Coordinator-LHC
2. CSE301&302 : Associate Dean Academic (UG)
3. ORION : Academic Coordinator-ORION
4. ADMIN HALLS : Associate Dean (Students welfare)