

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

Date:

1. Location :

LHC	CSE301&302	ORION	*ADMIN HALLS
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2. No. of Halls required (Mention Number only) :

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 * A2 / A11 / A12/ A13 / EEE AUDI / BARN
3. Preferred Hall Numbers :

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4. Name of the proposed Programme / Event/Assessment :
5. Date(s) of the proposed Programme / Event/ Assessment :
6. No. of people attending the proposed Programme / Event/ Assessment :

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7. Time Duration :

From	To
8. Purpose for which the hall is required * :
9. Requirement for audio system (Strike out whichever is not necessary) :

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

Yes	No
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11. Name of the Event Coordinator :
- a) Staff NO. / Roll No. :
- b) Mobile No. :
- c) Department :

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.*

Name & Signature of the Event Coordinator

Recommended & Forwarded:

Signature & Seal of the HoD / Faculty Incharge

(FOR OFFICE USE)

Approved/Not Approved** :

Allotted Hall(s) :

**Remark :

*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)