

**OFFICE OF THE FIRST YEAR COORDINATOR**  
**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620015**  
**REQUISITION FOR HALL IN LHC / ORION**

Date:

1. Location : 

LHC	ORION	*ADMIN HALLS
-----	-------	--------------
2. No. of Halls required : 

--

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

**First Year Coordinator**