

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

Date:

1. Location : 

LHC	ORION
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2. No. of Halls required  
(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  
(Strike out whichever is not necessary) : 

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

Yes	No
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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.

**Name & Signature of the Event Coordinator**

Recommended & Forwarded:

**Signature & Seal of the HoD / Faculty Incharge**

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**(FOR OFFICE USE)**

Approved/Not Approved\*\* :

Allotted Hall(s) :

\*\*Remark :

\*Attach appropriate sanction letter

**First Year Coordinator**