

**OFFICE OF THE DEAN PLANNING AND DEVELOPMENT  
NATIONAL INSTITUTE OF TECHNOLOGY, TRICHIRAPPALLI**

**REQUISITION FOR SEMINAR HALL**

Date:

1. Requirement of Hall : (A-2/ A-11/A-12/A-13/ EEE Auditorium/Barn)
2. Name of the proposed programme :
3. Date(s) of the proposed programme :
4. Time Duration :
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 the event co-ordinator :
- i) Staff no./ roll no. :
- ii) Mobile phone no. :
- iii) Department :

Signature of the event co-ordinator

Signature of the Head of the Department /Faculty  
in charge

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Approved/Not Approved :

Allotted Hall :

Associate Dean-2  
Planning & Development

(Please fill the feedback form (page 2) and return to AD-2, P&D after the event)