



(Vice-Chancellor's Secretariat)

Requisition Slip for Conference Hall

1. Name of the Department/ Institute/ Society/ Club organizing the event: _____

2. Title/ Purpose of the event: _____

3. Date of Requisition From _____ To _____

Timing of Requisition From _____ To _____

4. Faculty/ Officer (Focal Person) responsible for maintaining cleanliness, safety of conference hall assets/ IT appliances and discipline during the event:

Name _____ Cell # _____ Signature _____

5. Recommended By:

Director/ Chairman/ Officer Incharge: _____

Senior Tutor: _____

Dean: _____

6. Incharge Conference Hall: _____

7. Approved by Registrar (UVAS): _____

Note:

- i. The student/teacher or staff member of the concerned faculty will recite the Holly Quran during programmes*
- ii. UVAS is a strong advocate of healthy food for society.*
- iii. Use of soft drinks, milk powder for tea, coffee, etc. is not allowed.*
- iv. UVAS Dairy Pure Milk or liquid milk should be used for tea, coffee, etc. Flavored milk, Lassi. Laban may be used.*
- v. Biscuits, cookies, patties, pastries, cakes, confectionery items, etc. are discouraged to ensure health food.*
- vi. Faculty Cafeteria or University Food Vendors may be used to serve the participants of official meetings/ seminars/ trainings etc. taking place in UVAS premises.*