



Requisition Slip for Seminar Room

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 seminar items/ IT appliances and discipline during the event:

Name _____ Signature _____ Cell # _____

5. Students responsible for maintaining cleanliness, safety of seminar items/ IT appliances and discipline during the event (To be nominated by the officer at Sr. # 4)

Name _____ Signature _____ Cell # _____

Name _____ Signature _____ Cell # _____

6. Recommended By:

Director/ Chairman/ Officer Incharge: _____

Senior Tutor: _____

Dean: _____

7. Approved by Registrar (UVAS): _____

Incharge Seminar Room