

Requisition for Auditorium

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 auditorium items/ IT appliances and discipline during the event:
Name _____ Signature _____ Cell # _____
5. Students responsible for maintaining cleanliness, safety of auditorium 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 Auditorium

Note: The user department is requested to contact the Director (IT) and PD (B&W) for the smooth and continuous functioning of IT appliances and electricity/air-conditioning