



Date: _____

REQUEST FOR HALL UTILIZATION

Department					
Date			Time	From:	To:
Event		Topic			
Name of the Speaker, Designation and Affiliation			No. of Participants		
			Target Audience		
			Faculty Members		Department(s)
			Students		Year & Department

Hall Required	✓	Facilities Required	✓
Mirza Seminar Theatre		Audio	
KMC Auditorium		Podium	
Dr. A.P.J. Abdul Kalam Auditorium		Cordless Mike	
Seminar Hall – F14		LCD Projector	
Seminar Hall – S13		Number of VIP Chairs	
Seminar Hall – 4124 (FT Block)			

Other requirements if any:

Requisition submitted by (Name, Signature and Date)			Signature of the HoD	
Availability of Hall	YES	NO	Form received on	
Signature of the Head Admin / Admin Manager			Registrar	
Signature of the Social Media - Admin Officer				
Approval by Principal			Approval by Director	

Note:

- Submit this form at least 3 days in advance prior to the date of the event.
- Do not paste anything on the walls. Do not change the position of any electronic items.
- It is the responsibility of the concerned department to keep the hall clean and to switch off the AC, lights and fans once the program gets over.
- Any loss/damage will be levied on the concerned department.