NATIONAL INSTITUTE OF TECHNOLOGY

HANAMKONDA – 506004, Telangana, India

राष्ट्रीय प्रौद्योगिकी संस्थान, वारांगल-506004, तेलंगाना,इंडिया

REQUISTION FORM FOR BOOKING OF SEMINAR HALL/AMBEDKAR LEARNING CENTRE/ AUDITORIUM

Please tick the requirement

☐ Homibhabha Hall (125 Capacity)	☐ Ramanujan Hall (125 Capacity)	☐ Khurana Hall (90 Capacity)
☐ Bose Hall (160 Capacity)	☐ Raman Hall (160 Capacity)	☐ Chandrasekhar Hall (160 Capacity)
☐ Ambedkar Learning Centre (400 Capacity)	☐ Auditorium (1000 Capacity)	
☐ TLC Seminar Hall (100 Capacity)	☐ TLC – Training Hall (50 Capacity)	

1	Name of the Employee	
2	Designation	
3	Department	
4.	Employee ID No	
5.	Mobile and Email	
6.	Type of the Event (Tick the appropriate one)	◯Conference ◯Workshop ◯Symposium ◯Training Program ◯Meeting ◯ GIAN Program ◯ Others (Specify)
7.	Title of the Event	
8.	Dates	
9	Total No. of Expected Participants	
10	Signature of Coordinator	
11	**Declaration**: I take the responsibility of ensuring the Seminar Hall neat and clean after the completion of the Program. In the event of non-cleanliness an amount of Rs.1500 (One thousand five hundred only) will be deducted from my salary. Signature of the Organizer/coordinator	
12	Recommendation and Signature of Head	

FOR OFFICE USE ONLY

◯ Granted ◯ Not Granted ◯ Change of Date

Seminar Hall Allotted: _____

Date:

PIC, Seminars

Cleaning Status: