



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA
Kottamoll Plateau, Cuncolim, Salcete, Goa 403 703

www.nitgoa.ac.in

Phone: 0832-2404200

Fax: 0832-2404202

SEMINAR HALL REQUISITION FORM

1. Name of the requestor:
2. Designation:
3. Department/Section:
4. Contact Details:
Mobile No: _____ Email id: _____
5. Purpose of the Booking:
6. Number of Persons Expected:
7. Number of Days Required:
8. **From** _____ **To** _____
Date: _____ Time: _____ Date: _____ Time: _____
9. Tick the venue required: Chapora Hall Sal Hall Food serving in the Open Corridor
10. Facility required:
 Audio and Video AC
11. I undertake that
 1. No food/snacks/drinks will be allowed inside the seminar hall
 2. No posters will be pasted on the wall (inside or outside)/stage
 3. Posters/signage will be used in the form of standees only
 4. No equipment/furniture will be relocated without permission
 5. The seminar hall will be handed over as per the checklist.

Signature of the Applicant with date

Signature with Date, HoD/Section Head

Estate Manager (For Availability Status)

APPROVED/NOT APPROVED

Dean, Planning and Development

After Approval:

Copy to: 1. Applicant, 2. Mondovi Seminar complex in-charge, 3. Audio video in-charge, 4. JE-Incharge (Electrical)

Note: Application has to be submitted atleast a week early.