

Booking / Requisition Form for the class rooms / Conference Hall
For Student gymkhana activities

Date: _____

Dear Sir,
Kindly allot the class room(s)/ conference hall as detailed below:

Purposes: _____

Date	Class room(s)/ conference hall	Time / Duration		Expected No. of students	Any other requirement
		From	To		

Name of the student : _____
Designation : _____
Roll. No. : _____
E-mail Address : _____
Phone No. : _____

Signature of the Candidate
Date:

Forwarded by:

Office Use Only

Coordinator, Students' Affairs

Note: Please get forwarded from respective counselor or faculty advisor.