



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

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**FACILITY REQUISITION FORM**

1. Name of the Requester:
2. Designation:
3. Department/Section:
4. Contact Details:  
Mobile No: \_\_\_\_\_ Email id: \_\_\_\_\_
5. Purpose of the Booking:
6. Number of Audience Expected:
7. Number of Days Required:
8. **From** \_\_\_\_\_ **To** \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
9. Tick the venue required:  Chapora Hall @ Mandovi Seminar Complex,  
 Sal Hall @ Mandovi Seminar Complex,  
 Open Corridor @ Mandovi Seminar Complex,  
 Smart Classroom @ Gyan Mandir,  
 Smart Classroom @ Abdul Kalam Complex,  
 Smart Classroom @ Sarabhai Complex,
10. Facility required:  Audio and Video  AC (as per availability)
11. I undertake that
  1. **No food/snacks/drinks will be allowed inside the seminar hall/smart classrooms.**
  2. **No posters will be pasted on the wall (inside or outside)/stage/facility.**
  3. **Posters/signage will be used in the form of standees only.**
  4. **No equipment/furniture will be relocated without permission.**
  5. **The Facility will be handed over as per the checklist.**
  6. **Batteries for mics, slide changers, and other allied devices shall be arranged by me.**

Signature of the Applicant with date

Signature with Date, HoD/Section Head

Office, Facility Management (For Availability Status)

APPROVED/NOT APPROVED

Associate Dean, Facility Management

**After Approval:**

Copy to: 1. Applicant, 2. Mandovi Seminar complex in-charge/Smart Classroom in-charge,  
3. Audio video in-charge, 4. JE (Electrical), 5. Fire In-Charge

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