



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा  
**NATIONAL INSTITUTE OF TECHNOLOGY GOA**  
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Phone: 0832-2404200

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**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.
  6. Batteries for mics, slide changers and other allied devices shall be arranged by myself.

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 (Electrical)

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