**APPLICATION FORM FOR RESERVATION OF HALLS & ROOMS**

**Office use**

Date:

No:

**Department of Economics & Statistics**

*Please note: This form should reach the Head before 3 workings days of the first day of reservation.*

|  |  |
| --- | --- |
| **Name of the Applicant** |  |
| **Designation of the Applicant** |  |
| **Applicant’s Faculty/Dept.** |  |
| **Applicant’ Contact details** | TP: Email:  |
| **Required Hall/Room** | □ Audio Visual Room  | □ Computer Laboratory |
| □ DRC | □ Conference Room |
| □ Lecture room No:50 | □ Any other: ……………………… |
| **Date** |  |
| **Time** |  |
| **Requirement** | □ Laptop □ Multimedia Projector□ Any other: ……………………………………………………………………… |
| **Nature of Purpose** | *Academic Purposes* □ Undergraduate □ Postgraduate □ Other…………………………*Other Purposes* (*Specify*)……………………………………………………………………………… |
| **Purpose of Reservation*****(In details)*** |  |
| **No. of Participants** |  |
| **Names of the Participants** |  |
| **Applicant’s Signature**(I do hereby accept any rule, regulation or condition implied by the Department.) |  | Date: |
| **Recommendation of** **In-charge of Program** | Recommended/Not Recommended | Date: |
| **Approval of the Head of the Department** | Approved/Not approved | Date: |