**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.*

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| --- | --- | --- | --- |
| **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: |