

## APPLICATION FORM FOR RESERVATION OF HALLS & ROOMS

### Department of Economics & Statistics

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

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