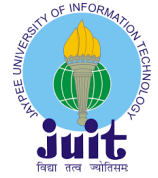


# Jaypee University of Information Technology, Wagnaghat Solan H.P



REQUISITION FORM FOR BOOKING OF THE FOLLOWING (Pl tick)

AUDITORIUM  BOARD ROOM  LT1  LT2  LT3

|   |   |                               |                             |
|---|---|-------------------------------|-----------------------------|
| 1 | <b>NAME OF FACULTY/STAFF &amp; DESIGNATION</b><br>(Will not be booked in the name of student) |                               |                             |
| 2 | Telephone/Mobile no:  |                               |                             |
| 3 | Department  |                               |                             |
| 4 | <b>DATE</b>   | <b>TIME FROM</b>              | <b>TIME TO</b>              |
| a | Date:   |                               |                             |
| b | Date:   |                               |                             |
| c | Date:   |                               |                             |
| d | Date:   |                               |                             |
| e | Date:   |                               |                             |
| f | Date:   |                               |                             |
| g | Date:   |                               |                             |
| 5 | PA System Required  | Yes <input type="checkbox"/>  | No <input type="checkbox"/> |
| 6 | Total Strength (Approx)   |                               |                             |
| 7 | Purpose:  |                               |                             |
| 8 | Remarks of Administrative Officer   | Available/Not Available _____ |                             |

\_\_\_\_\_  
Signature of the Requisitioner

Approved/ Not Approved

\_\_\_\_\_  
Signature of HOD

\_\_\_\_\_  
Registrar & Dean of Student

FOR OFFICE USE ONLY

Request received on \_\_\_\_\_ Time \_\_\_\_\_

Signature of Administrative Officer

**Responsibilities/ Distribution**

1. JE Electrical: To instruct the operator for function of PA system and lights.
2. Security Guard for opening / Closing as per order date and time.
3. Head House Keeping for Proper Layout/cleanliness of Auditorium all the time
4. Concerned department.