



योजना एवं वास्तुकला विद्यालय भोपाल
(An Institution of National Importance of Ministry of Education, Govt. of India)
(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

Request Form for AUDITORIUM BOOKING

1) Event Details:

a) Name of the Event:

b) Event Date:

c) Event Time:

d) Event Type (Tick Any): Seminar/Workshop/Conference/Lecture/Cultural/Video Screening/ Any other

2) Organiser Details:

a) Name:

b) Designation:

c) Department:

d) Phone Number:

e) Email:

3) Participant Details:

a) Number of Participants:

b) Expected Audience (SPAB Students, Faculty, External Guests / Students, etc.):
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4) Technical Requirements:

a) Audio-Visual facilities needed (Yes / No):

b) Special Requests (if any):

Please enclose a copy of the competent authority's approval of the event

Additional remarks:

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Signature of the requester

JE Electrical

AEPO

In-Charge Computer Center

Associate Dean (P&D)-Maint.

Associate Dean (P&D)-Estate and Security.

Dean P&D

Note:

- Please submit this form at least 15 days prior to the event.
- Booking will be confirmed subject to availability of the auditorium.
- Please contact the office of the Dean (P&D) for confirmation of booking.