



**OFFICE OF THE DEAN (PLANNING & DEVELOPMENT)**  
**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI -620015**

**HALL REQUISITION FORM**

Date:

**FACULTY ADVISOR / COORDINATOR DETAILS**

Faculty Advisor	
Staff No.	
Department/Club	
Faculty Advisor (Mail Id)	
Faculty Advisor Contact No. (Mobile)	

**HALL DETAILS**

Name of the Hall	
Date	From                      to
Time	From                      to
Purpose	
Approval copy attached	YES <input type="checkbox"/> NO <input type="checkbox"/>
Whether the Hall request form is submitted before <b>one week</b> of the program	YES <input type="checkbox"/> NO <input type="checkbox"/>

**Note: If the hall requisition form is not submitted before one week of the program, the request shall not be approved (refer to point 2 of SoP).**

**FURNITURE DETAILS**

Total Number of Plastic Chairs required	
Total Number of Dias Chairs required	
Is podium required	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is Kuthuvizhakku required	YES <input type="checkbox"/> NO <input type="checkbox"/>

Total *Manpower required	
Purpose of manpower requirement	Shifting of materials /Lab cleaning/Arrangement of chairs/ Event Hall cleaning/Dusting of Furniture/ Room cleaning/ Other reasons... .....(if any)
**Transportation facility required.  The transportation (Vehicle) required for shifting shall be arranged by the Faculty Advisor.	YES <input type="checkbox"/> NO <input type="checkbox"/>

### **SOPs for Booking Halls**

1. The Hall requisition form shall be filled and forwarded to the office of Dean P&D, along with the approval from the competent authority. No other letter requests are permitted.
2. The Hall Booking shall be done only by the Faculty Advisor/organizer at least **one week** before the program.
3. Faculty Advisor/organizer shall be the single point of contact. The undertaking shall be signed and submitted only by the Faculty Advisor/organizer while applying for Hall booking in the prescribed format.
4. Faculty Advisor/organizer shall ensure the timely vacation of the hall at the end of the program and shall visit and ensure that there is no further cleaning is required upon vacating the hall.
5. Swapping of programs is not allowed without the knowledge of the office of P&D.
6. Hall shall be maintained in good condition. No painting on floors/walls, no double tapes or stickers be used to ensure no damage is caused to the hall.
7. No eateries are allowed inside the hall.
8. Faculty Advisor/organizer shall take responsibility of proper waste disposal both inside and immediate exterior of the hall.
9. Any damage caused shall be accountable under the club and shall be ensured by the Faculty Advisor/organizer.

10. Halls shall be occupied an hour before the schedule of the event. Any hall arrangements shall be carried out only during working hours and non-working hours shall not be permitted. Conscious usage of A/C and Light is important.
11. No personal celebrations are permitted in the common facilities.
12. Hall shall be cleaned and handed over to EMD after the program.
13. Any additional manpower requirement will lead to additional charges and shall be charged from the organizing team/club.

**UNDERTAKING**

Y I strictly adhere to the SOPs as laid down by the Office of Dean (Planning & Development) and shall take the complete responsibility of taking care of all the items (electronic/ non-electronic) in the hall.

**Name & Signature of the Faculty Advisor**

Recommended & Forwarded:

**Signature & Seal of the Dean/ HoD**

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**For OFFICE USE**