



Vidya Academy of Science and Technology
Thalakottukara.P.O, Thrissur-680 501

REQUISITION FOR MAIN SEMINAR HALL ALLOTMENT

Name of Staff (Requested by)		
Designation		
Department		
Date when Seminar hall required		
Time	From :	To :
Purpose (Details of Programme)		
Approximate No of audience		
Signature of HOD/Convener		Date:
Recommendation of Manager-Administration		Date:
Approval of Principal	Approved/Not approved	
Signature of Principal		Date:

Notes :

- 1. Currently One mike and two sound box, 200 Plastic chairs & Podium available in the seminar hall additional facilities if any required will be arranged by the respective department/incharge.*
- 2. Responsible of seating arrangement of seminar hall the respective department/in charge of the programme.*
- 3. Any damages/losses of the seminar hall property, the respective department/incharge of the programme will be entirely responsible for the same and will be made up accordingly.*
- 4. The seminar hall will be handed back to the Campus Supervisor by the persons requisitioning the auditorium latest by the next day of the event.*
- 5. Please plan to conclude any programme in the seminar hall by 4.20PM as far as possible.*

Utilisation of lights, Sound system etc should be done in direct support of the House keeping Supervisor, one day in advance with programme scheduled for necessary arrangements.