



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

(Formerly Indira Gandhi Institute of Technology)

REQUISITION FORM FOR BOOKING OF SEMINAR HALL/CONFERENCE ROOM/AUDITORIUM/PLAYGROUND

(Before filling the Requisition Form please go through the Guidelines Overleaf)

Please tick the requirement.

Seminar Hall Conference Room Auditorium Play Ground

Sr. No.	Particulars	
1.	Name and Designation of the Applicant	
2.	Department	
3.	Purpose	
4.	Date	
5.	Time Period	
6.	Mobile Number	
7.	Signatures	
8.	Recommendation and Signatures of HoD/Branch In-Charge	

FOR OFFICE USE ONLY

(A) PERMISSION :-

(i) Granted (ii) Not Granted (iii) Change of Date

(B) Remarks (if any) :-

Date :

SO (GA) :

DR/AR (GA) :

Guidelines for filling the requisition form for booking of seminar hall /conference room /Auditorium / Playground

1. The Deputy Registrar/ Assistant Registrar will allot the Seminar Hall/Conference Room/Auditorium/Play Ground on the basis of the requisition submitted for the purpose.
2. Before giving the request the concerned should check the availability of seminar Hall/Conference Room/Auditorium/Playground from GA Branch, IGDTUW in advance.
3. The requisition form should be duly recommended by HoD/Branch In-Charge. No application will be received from student.
4. Application for allotment of Seminar Hall/Conference Room/Auditorium/Play Ground may be submitted at least five days prior to the Programme.
5. Auditorium is not facilitated with Public Address System, Projector etc., those who conduct the programme will have to manage their own level.
6. The setting capacity in Auditorium is 450 including Balcony, Seminar Hall is 75 and that of Conference Hall is 20.