



Requisition Pro forma for MMC /Auditorium/Shakuntalam

(Please fill separate Performa for each event)

1. Name:

2. Department/Office:

3. Designation:

4. Event Name:

5. Date of Program*:

**(In case of clash on Date & Time. The decision of competent authority will be final)*

6. Organized By:

7. Opening Time:

8. Closing Time:

Undertaking

I understand that the MMC /Auditorium/Shakuntalam is to be used for academic/official work only. I undertake that I will use this facility only for academic/official work and that I will not allow any outsider to MMC /Auditorium/Shakuntalam without prior permission from the Competent Authority. I will also take responsibility of the audio/video/infrastructure available in the MMC /Auditorium/Shakuntalam.

Date:

Signature of Requisition officer

(Note: The requisition officer will be solely responsible for handing over the facility in all respect to the in charge after completion of function/program).

Recommendation of the Dean/Chairperson/Head of the Department/Office

I recommended that MMC/Auditorium /Shakuntalam facility may be given to Dr. /Mr. /Ms.....and same has been approved by competent authority.....

Date:

Signature of the Head with Official Seal

(Note: The approval of the competent authority for said event be attached herewith)

For Office Use Only

MMC /Auditorium/Shakuntalam handed over to Dr. /Mr. /Ms.....On Date.....
 & Time.....

(Signature of Requisition officer)

(In charge)