School of Computer Science and IT, DAVV, Indore

Guidelines for Dr. A. K. Ramani Memorial Lecture Hall (MMT-02) Reservation

1. Hall is available for academic functions only, for benefits of students.
2. Application for the reservation, with the registration form should be submitted to Dr. Jyoti Ratnawat (9039065156).
3. Registration form can be downloaded from http://www.scs.dauniv.ac.in/Downloads.php
4. The head of department will confirm the reservation on the basis of availability and nature of function.
5. Preferably avoid programs on Sunday for security reasons.
6. For Technical support occupants can contact to Mr. Javed Khan at 9303454313.
7. For office and housekeeping arrangements they can contact to Dr. Santosh Raghuwanshi at 9406622205.
8. Kindly maintain the decorum of hall.

Head SCSIT, DAVV

School of Computer Science and IT, DAVV, Indore

Registration form for Dr. A. K. Ramani Memorial Lecture Hall

(MMT-02) Reservation

Name of Organization:...

Name of Authorized Person...

Mobile No..............................

Program Name...

Date...

Time: From...............to.....................

Volunteer Name (1) ....M. No.......................

Volunteer Name (2) ....M. No.......................

Volunteer Name (3) ....M. No.......................

Signature

Acknowledgement Receipt

The reservation of hall to (Name of Organization) .... is confirmed for the date............... and time........................

Sign Head SCSIT, DAVV