

**BOOKING OF IC&SR HALLS FOR MEETINGS RECOMMENDED FOR  
USAGE WITHOUT CHARGES**

Recommended by : Director    Dean    Registrar  
Contact Officer booking the Hall :  
Title of the meeting :  
Date(s) of the meeting : From ..... To .....  
Time of the Meeting : From        hrs To        hrs

Venue of the Meeting

Halls	Seating Capacity	Please Tick
I	40	
II	75	
III	80	
Auditorium	240	
Dining Hall	150	
Non A/C Dining Hall	100	
Exhibition Hall		

**Important:**

- 1) Cultural programmes are not permitted in halls
- 2) No lighting of lamps, floral arrangement and use of nails will be permitted inside the hall.
- 3) No cooking of food will be allowed.
- 4) Serving of refreshments / beverages inside the conference / meeting hall is strictly not allowed.
- 5) No additional facilities other than those available in the halls will be provided.

**CONTACT OFFICER FOR  
THE PROGRAMME**

**RECOMMENDING AUTHORITY  
(DEANS / REGISTRAR /  
SECRETARY TO THE DIRECTOR)**