



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
North Guwahati, Guwahati-781039

**REQUEST FOR SENATE HALL BOOKING**

Name of the Indentor	Prof./Dr./Mr./Ms:		
Department/Section/Centre			
Designation			
Date & Time of Booking	From:		To
	Date		
	Time		
Purpose of Booking			
Facilities required (Please ✓ mark)	1	LCD projector / PC / OHP Projector.	
	2	Tie pin / * cordless microphone/ microphone with stand/ extra microphone without stand. * The indentor is requested to contact the EE/AEE/AE/JE (Electrical) well in advance for finalizing the requirement related to PA system which includes* procurement items likes dry cell (9volt).	

\_\_\_\_\_  
Signature of the Indentor with date

\_\_\_\_\_  
Counter signature of the Dean/HOD/HOS/HOC

Name of the Indentor: \_\_\_\_\_

Deptt/Section/Centre. \_\_\_\_\_

Contact address with telephone No. / E-mail Id (if any):  
\_\_\_\_\_  
\_\_\_\_\_

**For office use**

Senate Hall allotted	From		To
	Date		
	Time		

\_\_\_\_\_  
Approval of the Director / Dy.Director / Registrar

\_\_\_\_\_  
Signature of AR (Estb.)

Date: \_\_\_\_\_

Copy to: A. Executive Engineer (Electrical): Requesting for necessary logistic arrangements.

B. In-charge. Computer Centre: Requesting for necessary logistic arrangements.