



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

REQUISITION FOR BOOKING OF AUDITORIUM / CLASSROOM

1. Name of Authority / Person / Organization :
2. Booking will be made in the name of DEAN / HOD / HOS / HOC / Faculty / Staff
Name : Employee Code :
Designation : Dept./ Cen./ Sch./ Sec.:
Mobile No. : email :
3. Details of Programme / Function to be held :
.....
4. Name of the Auditorium / Class Room(s) requested for booking :
.....
5. Period of booking with Date and Time :
6. Whether the booking is chargeable, YES / NO
(If NO, please state details as per Office Order No. Estt./ 617/ 2018 dated 4th October 2018 & Office Order No. Estt./ 721/ 2018 dated 6th December 2018)
7. Whether AC facility required, YES / NO
(If YES, Overtime Payments to the concerned personnel, if any will be borne by the organizer)
8. Other relevant information (if any) :

Note: The bill will be raised in the name of the employee as in the Sl. No -2 above.

I/ We declare that I/We accept all the terms & conditions framed by IIT Kharagpur for booking of Auditorium / Class Room given in the overleaf and in the event of any damages during the said programme I/ We shall meet the expenses as may be calculated and claimed by the Institute.

I/ We agree to pay the service and other charges to IIT Kharagpur in advance and in the event of exceeding the time limit of booking. I/ We also agree to pay the additional amount within seven days of the receipt of the bill.

1. _____
Name & Signature of Dean/ HOD/ HOS/ HOC/ Faculty/
Staff with Seal

(Signature of the Applicant)

2. Approval of the Competent Authority :

- ☐ Event approved on payment basis
☐ Event Approved and charges may be waived
☐ Event not Approved

Comments, if any
.....

Seal & Signature of the Competent Authority

Name :

Designation :

Dept./ Cen./ Sch./ Sec. :

Emp. Code / Roll No. :

Mobile No. :

Email :

Please see overleaf for terms & conditions.

Terms and Conditions for Booking Auditorium / Seminar Hall / TOAT

1. No poster / bill / banner etc. be pasted on the wall anywhere in the Institute building / Auditorium / Seminar Hall, TOAT etc.
2. If there is any such violation, the Institute will have to impose a penalty besides recovering the cost towards damage caused to the building / property etc.
3. The participants / audiences should keep the inside as well as the outside foyer space of the Auditorium / Seminar Hall / TOAT clean.
4. The outside organisation given permission should send the list of invitees at least one week before the programme / event to the Security Section, IIT Kharagpur with a copy to the Registrar.
5. Whether the Workshop / Seminar / Symposium for which bookings are requested are sponsored programmes or not should be clearly mentioned.
6. Invitations / participants beyond the Auditorium / Seminar Hall / TOAT seating capacity (Table given below) should not be made.

Sl. No.	Name of the Auditorium / Seminar Hall	Seating Capacity (approx)
1.	Netaji Auditorium	900
2.	Tagore Open Air Theatre (TOAT)	4000
3.	Kalidas Auditorium	800
4.	Gargi Seminar Hall	120
5.	Maitrayee Seminar Hall	120
6.	S. N. Bose Auditorium	200
7.	Raman Auditorium *	300
8.	Bhatnagar Auditorium *	300

* Raman & Bhatnagar Auditoriums are booked by Deputy Registrar (Academic)

7. Request for use of Netaji Auditorium must be routed through Vice-Chairman, Technology Film Society..
8. The Institute functions will take priority over the programmes organised by outside agencies.
9. In all cases the Institute reserves the right to refuse permission, or to withdraw permission already given, for the use of the above facilities, without assigning any reasons for such refusal or withdrawl.
10. Whenever, the bookings have been made against payment, the use shall be subject to prior payment.