Indian Institute of Technology (Indian School of Mines), Dhanbad

Requisition Form for booking of Golden Jubilee Lecture Theatre (GJLT)

1. **Indenter's & Booking Details:**

   **Name**: ________________________________________________________________

   **Department**: ____________________________________________________________

   **Name of Society, if any**: ________________________________________________

   **Mob No.**: ____________________________

   **E-mail**: ______________________________

   **Purpose of Booking** (Official/ Cultural/ Academic/ any other):_________________

   **Booking required From**: ____/_____/_______(DD/MM/YYYY); Time:_________(HH:MM) AM/PM

   **To**: ____/_____/_______(DD/MM/YYYY); Time:_________ (HH:MM) AM/PM

   **Undertaking:**

   "I shall abide by the rules and regulations framed by the Institute Administration (as printed overleaf) and shall ensure the peaceful conduction of the programme/event for which the booking is requested"

   **Date**: ____________________________

   **Place**: ____________________________

   (Signature of Indenter)

2. **Recommendation:**

   "I hereby take the sole responsibility to ensure the peaceful conduction of the programme/event for which the booking is requested and shall abide by the rules and regulations framed by the Institute Administration (as printed overleaf)"

   Seal & Signature Faculty In-charge/HOD/ DSW ________________________________

3. **For office use only:**

   **Status of booking**: [Available /Not available] Remarks, if any:_________________

   Care Taker / Officer- In -charge, GJLT ________________________________

   **Approval**: [Approved/Not Approved] Remarks, if any:_____________________

   Dy Director/Asso Dean (Infrastructure)-Campus ______________________________

   **Payment of Booking Charges**: [Done/Not Done] Remarks, if any:_________________

   Dealing Assistant/ In-charge Cash Section ________________________________
Rules and Regulations for Booking of Golden Jubilee Lecture Theatre (GJLT):

1. The bookings are purely provisional and subject to availability & are liable to be cancelled in case of exigency.

2. Priority shall be given to academic activities/ Institute programs.

3. Booking request from Faculty/Student Society/ Staff shall only will be accepted.

4. Bookings will be made on the basis of availability.

5. No telephonic bookings/ cancellations will be entertained.

6. Bookings shall be confirmed only after making payment of Rs. 3000/- on concessional rate, as applicable to Faculty/Student Society/ Staff. No booking payment is required for organizing Institute/Department/ Students' Gymkhana program and other Institutional programs with prior approval.

7. Responsibilities of Indenter/ forwarding Official: Booking of GJLT should only be done for official/cultural/academic purposes only. The indenters are advised not to request for any booking related to personal purposes of the outsiders / unknown organizations.

8. By filling up the requisition form for booking of GJLT, the indenter/ forwarding official shall have to abide by all the terms & conditions and take personal responsibility for the genuineness of the purpose of booking, security issues and any damages caused, if any during the period of booking.

9. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in GJLT premises.

10. In case of inconvenience, please feel free to contact:

    Care Taker/ Officer In-charge, GJLT: 09471518395(M) 0326-2235697(NLHC Office)

    Associate Dean(Infra.) Campus Management : 0326-2235269 (Office)