

**भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद**  
**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

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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)