



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: ODISHA, BURLA
(Formerly University College of Engineering, Burla)

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Requisition Form for e-Learning Auditorium

- 1. Name:.....
- 2. Department/Office/Section :
- 3. Designation:
- 4. Event Name:.....
.....
- 5. Date of Program:.....
- 6. Organized By.....
- 7. Auditorium Open Time:..... Auditorium Close Time:.....
- 9. Contact No.:, Alternate No
- 10. Official e-Mail ID....., Private e-Mail ID :

Undertaking

I understand that the auditorium facility is to be used for academic/official work only. I undertake that I will use this facility only for academic/official work as approved. I will also take responsibility of the audio/video devices and other assets, handed over to me available in the Auditorium. I shall take care of the cleanliness of the Auditorium after the close of the event. I shall not allow any food stuff inside the e-Learning building except the Canteen. In the event of any loss or damage of items, shall be borne by me.

Date

Signature of the Applicant

Recommendation of the Dean/Registrar/Head of the Department/PIC

I recommended that Auditorium facility may be given to Prof./Dr./Mr./Ms.....

Date

Signature with Official Seal

Approval of Recommendation of Hon'ble Vice Chancellor

Project Officer, e-Learning

Date: Time:

Project Officer, e-Learning