



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Class Room/01/18

Date: 21.02.2018

Notice

Sub: Booking of Class Room, Seminar Halls, Auditoriums, SAC, Conference Hall etc.

All concerned are requested to submit their requisition in approved format (available in the Institute website) for booking of Class Room/Seminar Halls / Auditoriums / SAC / Conference Hall in the Estate Section at least one day prior of the requirement.

Applications / requisitions received beyond schedule time limits will not be entertained.

Co-operation from all concerned is solicited in this regard for smooth functioning.

Memo
21/02/18
Registrar (1/c)

Copy to:

1. Director
2. Registrar
3. Dean (SW) – requested for wide circulation among the students / clubs.
4. All Heads of Departments / Section / Centres / Units – requested for wide circulation among all faculty, staff members.
5. Security Officer & I/C Estate Section
6. File copy.