



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
महात्मा गांधी एभेन्यू, दुर्गापुर - 713209, (पश्चिम बंगाल), भारत

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

(An Autonomous Institution of the Govt. of India under Ministry of Education
(Shiksha Mantralaya))

MAHATMA GANDHI AVENUE, DURGAPUR-713209, (WEST BENGAL), INDIA

Ref: NITD/EST/SR/

Date:

SPACE REQUISITION FORM

1	Name of the Applicant:	
2	Designation :	
3	Dept/ Section/Club/Centre/Unit:	
4	E-Mail ID:	
5	Contact Details:	
6	Space Required Area (Sq/Ft):	
7	Floor Restriction (If any):	
8	Purpose:	
9	<u>Recommendation of HOD/faculty Advisor/Section I/C.</u>	
10	<u>Space Availability with Location</u>	

11	<u>Assistant Registrar (Estate & Security)</u>	
12	<u>Comment of Space Allocation Committee</u>	
13	<u>Registrar</u>	
14	<u>Director</u>	

Name of the department /Section /Centre

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

SPACE UTILIZATION STATEMENT

Date : _____

Details of Program(s) + Students

	Strength /Nos.	Remarks, if any
Faculty (on Roll)		
Non-Teaching staff		
Technical (Reg.)		
Ministerial (Reg.)		
Out-sourced Staff		
Students (on Roll)		
UG		
UG 2nd year student		
UG 3rd year student		
UG Final year student		
Dual degree /Int. MSc		
PG		
MTech-1st Yr.		
MTech-2nd Yr.		
No. of Specialisations		
M. Sc/MBA- 1st year		
M. Sc/MBA- 2nd year		
Regular Scholar		
Ph.D		
Project		

Signature with Seal
Head /Coordinator

Name of the department /Section /Centre

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

SPACE UTILIZATION STATEMENT

Date : _____

Details of Area (Existing)

Existing Area	Sq ft.	Remarks (with break-up)
PLINTH Area		
Department (1)		
Department (2)		
Department (3)		
Annexe, if any		
Any other		
<i>Total Plinth area=</i>		
ASSIGNABLE AREA		With break-up
Faculty Sitting		
Faculty R&D Project		
HoD's Chamber		
Meeting Room		
Seminar Room		
Library Room		
Class Room, If any		
Laboratory(s)		
<i>Faculty with Institute level Facilities</i>		
Any other		
<i>Total Assignable Area=</i>		
LAB PLINTH AREA (SHED)		
Shed No.-		
Shed No.-		
Shed No.-		
Shed No.-		
Any other		

Signature with Seal
Head /Coordinator

