

Name of the Department /Section /Centre

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

INSTITUTE SPACE REQUISITION FORM

Date : _____

Sub.: _____

Approx. Area Required (Sq.ft.) : _____ Floor Restriction (If any) : _____

Description with Justification

	Verified & Forwarded	Availability (Yes /No)
Signature	Signature with Seal	Signature
Indenter	Head /Coordinator	AR (E&S)
Name: Deptt. /Centre.....		
Recommended (Yes /No)		Permitted (Yes /No)
Space Allocation Committee	Approved (Yes /No)	Chairperson Maintenance, Campus Facilities and Planning. Office of Dean, P&D
	Director NIT Durgapur	

- 1) Pl submit the above & attached 'Space Utilization Statement (pp 2&3)' to the Institute Estate Section.
- 2) Pl attach additional sheet, if necessary for details /break-up of Existing Area in addition to pp2&3.
- 3) Necessary Circular will be issued by the Establishment Section for Information to all HoD(s).

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