



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

REQUISITION FOR BOOKING OF NEW AUDITORIUM

1. Name of the Applicant:	<input type="text"/>		
2. Designation:	<input type="text"/>		
3. Contact Details (Mobile Number & Email id)	<input type="text"/>		
4. Department /Individual / Organization:	<input type="text"/>		
5. Timing:	<table><tr><td>From:-</td><td>To:-</td></tr></table>	From:-	To:-
From:-	To:-		
6. Date of booking:	<input type="text"/>		
7. Purpose	<input type="text"/>		

Please see the overleaf for terms & conditions.

I/we undertake that I/we shall be responsible to maintain the guidelines / terms & conditions as mentioned during the specified period.

Signature with date & stamp:

Status (Available / Not Available)

Asst. Reg. (E&S)

Permitted / Not Permitted

Registrar

Terms and Conditions

- ✓ Only 02 nos. Four wheeler are permitted inside Auditorium area (VIP Parking). Remaining all the vehicles are to be parked in the designated parking slot.
- ✓ Charges are applicable only for 8 hrs. operation. Any additional operation beyond 8 hrs. is chargeable on an hourly basis.
- ✓ Outside Instruments (Audio & Visual) are permitted only after getting NOC from the Estate Section.
- ✓ In case of any damage to the inventories user to pay the damage.
- ✓ Cleanliness of the auditorium after the event lies with the user. Necessary charges shall be deducted from the S.D. if not done.
- ✓ No eatable food allowed inside the Auditorium.
- ✓ No person shall be allowed inside the campus in an intoxicated stage.
- ✓ Smoking is strictly prohibited inside the premises.
- ✓ Open space available in the food-court area. Furniture to be arranged by the user.
- ✓ Preparation of food not permitted near Auditorium. Only cooked food can be served in food-court.
- ✓ Exit of materials not allowed after 06.00 p.m.
- ✓ Access Control at Main Gate- Proper identifications of Guests to be made by the user in Co-Ordination with Campus Security.
- ✓ Entry of materials in the campus shall be endorsed by the Campus Security at the Gate. While exit of materials the same shall be verified by the Security.
- ✓ Fixing of banners at the designated place. The same shall be removed after the event.
- ✓ User must perform a pre-event/ post-event visit and ensure correctness of the Auditorium.
- ✓ Guests must vacate the premises within 1 hr. after the event.
- ✓ Account Details: *Name: N.I.T. (Durgapur) Society, Account Number: 11520034072, IFSC: SBIN0002108*
- ✓ Contact Details: Email: estatehelpdesk@nitdgp.ac.in / Mobile: 9434788108 (Security Control Room) / 9475084718 (For Operation of Auditorium) / 9434788170 (Mr. A. K. Bhagat, Controlling Officer, NIT Durgapur).

The above mentioned terms & conditions are read, understood. I undertake to abide by the same.

Signature & Stamp of the Applicant

Date: