



राष्ट्रीय प्रोद्योगिकी 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

**Assembly Hall Booking Form**

1. Name	:		
2. Designation	:		
3. Department / Individual	:		
4. Timings	:	From: -	To: -
5. Date on which booking required	:		
6. Propose	:		
7. Recommended by HOD / Section in charge with Name & Signature	:		
8. Approval from Director / Registrar / Dean	:		

**Terms and Conditions: -**

1. The booking form shall be handed over to the Estate office one day prior to the scheduled date and time of the event. If there is any change in the earlier booking a new form shall be submitted with clear details.
2. The Assembly Hall should be handed over to the Estate Section after use in proper condition.
3. If any damage caused to any item in the room applicant will be liable to pay damage as assessed by the Estate.
4. Inventory list closes as place attached annexure.

\_\_\_\_\_  
Signature of applicant

Mobile. No.:

E-mail: