



Class Room Booking Form

1. Name	:		
2. Roll No. & Name of Club (if student) / Department / Section (other than student)	:		
3. Class Room No.	:		
4. Timings	:	From: -	To: -
5. Date on which booking required	:		
6. Purpose	:		
7. Participant of first year students (✓) (If yes then warden certificate is required)	:	Yes	No

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 classroom 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 shall be liable to pay damage as assessed by the Estate.

For Students' Club

Signature of Faculty Advisor

Signature of applicant

Signature of Dean (S/W) with remarks

Mobile. No.:

E-mail: