



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

# Indian Institute of technology Bhubaneswar

## Requisition Form for Booking Auditorium

- Name of the applicant ..... Faculty/Officer/Staff/Student: .....  
Name of the Faculty Adviser (Applicable for student bookings): .....
- Email ID: .....3. Contact Number: .....
- Designation ..... 5.School/Department .....
- Purpose for Booking:.....
- Date (s) of requirement: .....To ..... 8. Time : From: .....To .....
- Institute Event: ( Yes/ No ) .....
- Facility Required:

|                                                                                                                                                                                                     |                                                                                                     |              |             |                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------|-------------|---------------------------------------|
| Auditorium Booking Charges                                                                                                                                                                          |                                                                                                     |              |             | Put ✓ mark against appropriate column |
| Facility                                                                                                                                                                                            |                                                                                                     | Duration     | # Fees      |                                       |
| By IIT BBS Employees/ RS/ Postdoc                                                                                                                                                                   | Conference/ Workshops/ Other Events                                                                 | Up to 4 hr.  | ₹ 2,000.00  |                                       |
|                                                                                                                                                                                                     | Conference/ Workshops/ Other Events (Full Day)                                                      | Up to 10 hr. | ₹ 4,000.00  |                                       |
| Others*                                                                                                                                                                                             | Central Govt./Central Govt.Auto./State Govt. Auto. State Govt./ NGO/Pvt. Or any other Organisations | Up to 4 hr.  | ₹ 20,000.00 |                                       |
|                                                                                                                                                                                                     |                                                                                                     | Up to 10 hr. | ₹ 40,000.00 |                                       |
| For all                                                                                                                                                                                             | AC Charges per hr. ₹ 1,500.00 (additional)                                                          | _____hr.     | ₹ _____     |                                       |
|                                                                                                                                                                                                     | Audio Visual Charges (will be additional)                                                           | Up to 4 hr.  | ₹ 2,000.00  |                                       |
|                                                                                                                                                                                                     |                                                                                                     | Up to 10 hr. | ₹ 4,000.00  |                                       |
| Total:                                                                                                                                                                                              |                                                                                                     |              |             |                                       |
| *Permission to be taken from Director, IIT Bhubaneswar for booking by outside organisation                                                                                                          |                                                                                                     |              |             |                                       |
| # For Institute event , no fees shall be applicable as mentioned in Point No. 9. The booking for such events shall be made only by Dean/ Head/ Registrar/ PIC/ Chairperson / Office of the Director |                                                                                                     |              |             |                                       |

\*Permission to be taken from Director, IIT Bhubaneswar for booking by outside organisation

# For Institute event, no fees shall be applicable as mentioned in Point No. 9. The booking for such events shall be made only by Dean/ Head/ Registrar/ PIC/ Chairperson / Office of the Director

Signature of Faculty Adviser  
(Applicable for student bookings)

Signature of the Applicant

For office use only

(For confirming the availability and Amount of fee to be deposited)

- Available / Not Available: \_\_\_\_\_
- Fee to be deposited: ` \_\_\_\_\_

➤ Submitted for approval of competent authority:

(Dealing Person)

Asst. Registrar (SA)

Dean (Student Affairs)

### Receipt (F&A Section)

Received an amount of Rs. .... with Thanks from Prof./Dr./Mr./Mrs. ....  
Designation: ..... School/Department ..... towards usage charges of **Auditorium** as per the above approval vide Cheque/DD No. .... Dated: .....or by online transfer/direct deposit to Institute account-A/C – 198501000430, ICICI Bank, IFSC Code: ICIC0001985 along with UTR No. .... and e-receipt / bank receipt copy.

Dealing Assistant (F&A)

(For Office use only)

### PERMISSION INTIMATION

The undersigned is hereby directed to convey that approval of the competent authority permitting you for use of **Auditorium** (with or without AC / AV facility ) on \_\_\_\_\_ on deposit of \_\_\_\_\_ the usage charges in the F&A Section directly with intimation to the undersigned. The premises of the Auditorium are to be cleaned and the belongings of the Hall are to be placed properly after the usage. No food or water items are allowed inside the Auditorium.

(Dealing Person)

N.B. (In case of exigencies, the Institute reserves the right to cancel the booking with prior notice)