

**FORM – SG3**

Indian Institute of Technology Kanpur  
Requisition Form for Lecture Hall



Details of the Event				
Name of the Body (Club/Cell/Council):				
Name of the Representative:				
Details of Requisition				
Lecture Hall No.		Date		
Time (From)		Time (To)		
Other Requirements				
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Collar Mike	<input type="checkbox"/> Multimedia Projector		
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Others:			
Bills to be settled by				
<input type="checkbox"/> President's Office	<input type="checkbox"/> Media & Cultural Council	<input type="checkbox"/> Academics & Career Council		
<input type="checkbox"/> Games & Sports Council	<input type="checkbox"/> Science & Tech. Council	<input type="checkbox"/> Students' Senate		
Intender Profile				
Name		Roll No.		
E-mail		Address		
Mobile No.		Signature		
Approvals				
Requested	Forwarded	Forwarded	Approved	AC Approved
President/ General Secretary/ Convener	Faculty Advisor	Dean, Student Affairs	Dean, Academic Affairs	Deputy Director
For Office Use only				
Status of Booking	<input type="checkbox"/> Confirmed		<input type="checkbox"/> Not Confirmed	
Asst. Caretaker	Manager		Administrator-In-Charge	

\* All bookings are to be done at-least two days in advance.