



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM – 695011

REQUEST FOR ALLOTMENT OF LECTURE HALL / CLASS ROOM / AUDITORIUM 1 & 2 ERMIR / SWASTHY YOGA Hall / AMCHSS MAIN AUDITORIUM

Name & Designation of the applicant

Date and time requested for

Name of the Auditorium / Hall

Purpose

Expected number of participants

Date of the last meeting by the Applicant/organization held

Sanction may please be accorded for allotment for the date and time mentioned above. It is also undertaken that the terms and conditions given below will be strictly adhered to.

Date: Signature of the applicant

Recommendation of the HOD (if applicable):

Availability of the Lecture Hall/Class Room/Auditorium/Ermir

(To be checked with the Division of Academic Affairs (DAA)):

Available/Not available on (Specify date/time and name of the hall)

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(Signature of the concerned in the DAA)

☐ APPROVED/ NOT APPROVED ☐

Applicant/Organisers **to pay/Not to pay** for extra cleaning staff

Date : **DIRECTOR**

Terms & Conditions :

- No outsiders shall be permitted to attend the meeting for which the request is made.
- The organizers shall ensure that the cleaning of the room is made after the meeting.
- Discipline shall be maintained in order to avoid inconvenience to the routine functioning of the Institute. The directions of the Security Officer shall be followed strictly in this regard.
- Use of loudspeaker will not be permitted. The Institute will not provide any facility other than the Lecture Hall.
- The Director has the right to cancel the allotment of Lecture Hall in case of any unavoidable circumstances.
- The organizers shall ensure that no illegal activities are done in the Room during the meeting.