



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Visitors' Hostel & Allied Services

Integrated Requisition Form for Conference Facilities/ Halls

1. Details of the Event:

Name :	Duration:
--------	-----------

2. Requisition for(Choose the appropriate Facility)

Sl. No.	Name of Facility	Max. Capacity	Date		Time
			From	TO	
1.	VH Old Dining Hall	75			
2.	VH Lounge (Round Table)	16			
3.	VH PBCEC, Lawns	250			
4.	VH PBCEC, Conf. Room (U-Shape)	18			
5.	VH PBCEC, Small Class Room	36			
6.	VH PBCEC, Big Class Room	65			
7.	VH PBCEC, Committee Room	11			
8.	Outreach, Auditorium	210			
9.	Outreach, Seminar Room-1	40			
10.	Outreach, Video-Conf. Room	30			
11.	Outreach, Hall of Fame	40			
12.	Outreach, Lawn	250			
13.	Outreach Center (OC) NOIDA, Meeting Room	16			
14.	OC NOIDA, Class Room 1 <input type="checkbox"/>	25			
	Class Room 2 <input type="checkbox"/>	25			
15.	OC NOIDA, Office Space with Meeting Room	08			

3. Other Requirements:

Air-Conditioning <input type="checkbox"/>	Collar Mike <input type="checkbox"/>	Laptop <input type="checkbox"/>
Multimedia Projector <input type="checkbox"/>	Others (Specify)	

4. Bill(s) to be settled by:

Indenter <input type="checkbox"/>	Department <input type="checkbox"/>	Project No. <input type="checkbox"/>
-----------------------------------	-------------------------------------	--------------------------------------

5. Indenter's Profile:

Name	Designation
PF.No.	Department
E-mail	Signature*
Contact No.	Forwarding by HOD

**See overleaf for guidelines*

6. Approvals:

Certified that the bills be charged directly to my Project A/c No.:	Certified that the bill be paid by DR(F&A) from the department budget	Approved as Institute Activity/ Air-condition Functioning
Project Coordinator	Head of Department	Dy.Director/Director

For office use only Regn.No.:

Status of Booking	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Not Confirmed
VH Booking Office	Manager	Administrator In-charge



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Visitors' Hostel & Allied Services

Integrated Requisition Form for Conference Facilities/ Halls

Norms & guidelines for using conferencing facilities

- " This booking is purely provisional and will be done on First-Come-First Served basis.
- " Booking Procedure: Duly filled-in requisition forms should be submitted at the reception of VH during office hours on all working days.
- " Cancellation Procedure: Duly filled-in form should be submitted at the front office of Visitors' Hostel as early as possible to avoid cancellation charges.
- " No Telephonic bookings/ cancellations will be entertained..
- " Priority is given to Institute activities followed by Departmental and Project related activities and other entitled groups.
- " No hall/ room or lawn shall be allotted for conducting private functions.
- " Use of DJ and public address system is prohibited.
- Consumption of Narcotics/Alcoholic drinks etc is strictly prohibited within the premises.
- " Cleanliness of the premises must be maintained at all times during use. Walls, floors, doors etc. should not be disfigured with notices, posters or marks of any kind. In particular, spitting out paan is strictly prohibited.
- " Cooking and or serving refreshments is prohibited inside the 'Outreach 69-80' building.
- " Cooking is only permitted (i) at the open place between SAC and Outreach building at Outreach and (ii) at the backside of the kitchen of Visitors' Hostel
- " Once the activity is over, it is the user's responsibility to get the lawns cleaned by the Caterer.
- " Violation of any of the instructions contained in these guidelines may attract penal action.
- " Tariff: See circular on the webpage ([http\\www.iitk.ac.in\\vh](http://www.iitk.ac.in/vh)).
