



FORM – SG3

Indian Institute of Technology Kanpur Requisition Form for Lecture Hall



STUDENTS' GYMKHANA
IIT Kanpur

Details of the Event			
Name of the 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"/> Presidential Council	<input type="checkbox"/> Cultural Council	<input type="checkbox"/> Films & Media 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	Approved	AC Approved
President/General Secretary/Convener	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.