

# DEPARTMENT OF STUDENTS WELFARE, UNIVERSITY OF JAMMU

PLEASE HELP US TO MAKE CAMPUS PLASTIC FREE ZONE

To,  
Dean Students Welfare,  
University of Jammu,  
Jammu.

## Hall Requisition Form

|   |  |   |                          |   |
|---|--|---|--------------------------|---|
| <b>Name &amp; Address of the Organization for which booking is required</b> | Department/Organization _____  |   |                          |   |
|   | Address _____  |   |                          |   |
|   | Contact No. _____  |   |                          |   |
|   | ID or Email _____  |   |                          |   |
| <b>Type of Organization</b>   | University Departments   | State/Central Govt.                                   | Private Organization/NGO |   |
|   | <b>The Auditorium/Seminar Halls shall not be made available to any Political and Religious Organization or any other frontal organization including Student Organizations. In case of NGO they need to provide their bylaws. In case of outside private organization a declaration has to be submitted that they are not affiliated to any political party/religious organization.</b> |   |                          |   |
| <b>Name of the Hall &amp; Time Required (Pl. Tick)</b>                      | <input type="checkbox"/> Brig. Rajinder Singh Auditorium   | <input type="checkbox"/> Seminar Hall, Com. Sc. & I.T |                          |   |
|   | <input type="checkbox"/> Ground Floor Hall, BRSA Auditorium  | <input type="checkbox"/> Seminar Hall, CD&OE          |                          |   |
|   | <input type="checkbox"/> Convention Hall, TBS *<br>(*Only on University Holiday & Vacations)   | <input type="checkbox"/> Seminar Hall, EVS            |                          |   |
|   | <input type="checkbox"/> Seminar Hall, Botany  | <input type="checkbox"/> Prof. Gyan Chand Hall, Urdu  |                          |   |
| <b>Date</b>   | <b>Day</b>   | <b>TIME</b>   |                          | <b>No. of Expected Guest/Participants</b> |
|   |  | <b>From</b>   | <b>To</b>                |   |
|   |  |   |                          |   |
| <b>Purpose for Booking:-</b>  |  |   |                          |   |
| <b>Details of VIP/Chief Guest</b>   |  |   |                          |   |
| <b>Type of Function</b>   | Seminar Conference/Workshop/Meeting/Cultural & Literary Activities/any other activity (Pl. Specify)  |   |                          |   |
| Name, Email and telephone/mobile no. of contact person: _____               |  |   |                          |   |
| _____   |  |   |                          |   |

Would you be serving Snacks/Lunch, Dinner\* outside in Lawn?

Yes

No

Green area/Lawn near the Auditorium/Seminar Halls is to be booked separately on payment of Rs. 3000/- per day extra (For outside organizations) and same shall be deposited with the Arboculturist. However, it shall be responsibility of the organization to clear the Lawn and hand over the same in original condition otherwise the security will be forfeited.

**\*PLEASE NOTE THAT EATABLES/DRINKS ARE PROHIBITED INSIDE HALL.**

**DECLARATION**

I/we solemnly affirms that the information given above is true and correct to the best of my/our knowledge. I/we have read the rules and regulations governing the uses of Halls and agree to abide by them. I also declare that the hall will be used only for the purpose as mentioned in the application form

No:

Date:

Signature of applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation of the  
HOD/Director of the concerned  
Department under whose control  
The Hall is available

Email: .....

Telephone No.....

**Note:**

1. University Department shall nominate one teacher incharge

Name and Contact details of the accompanying teacher \_\_\_\_\_

2. Outside Agency shall nominate one authorized person

Name and Contact details of the accompanying person \_\_\_\_\_

3. The Genset charges @Rs. 2,000/- per hour (as per actual usage) shall be charged for BRSA/TBS/Computer Science & IT/ CD&OE/ Botany and Seminar Hall Ground Floor of BRSA. The same shall be calculated after the event is over

**FOR OFFICE USE**

Application Received on \_\_\_\_\_ Booking confirmed for \_\_\_\_\_ (Name of Hall )

Booking amount \_\_\_\_\_ Security amount \_\_\_\_\_

Cheque/DD No. \_\_\_\_\_ dated \_\_\_\_\_ Bank \_\_\_\_\_ to be given in the  
name of Head/Director for the concerned department of the Hall.

Special instruction, if any

**Incharge Hall/  
Dean Students Welfare**

**Remarks**

**Dean Students Welfare**