



# THE GANDHIGRAM RURAL INSTITUTE

(Deemed to be University)

Ministry of Education [Shiksha Mantralaya], Government of India

Accredited by NAAC with A<sup>++</sup> Grade (4<sup>th</sup> Cycle)

GANDHIGRAM

Dr. Ambedkar Block

## EXAMINATION HALL - REQUISITION FORM

Name of the Faculty / Staff / Coordinator / Department	
Purpose of the utilization / Nature of Activity	Workshop / Exhibition / Webinar / Seminar / Conference / Competitions / Special Meeting/Examination/Functions or any other (specify)
No. of days required	
Date and Time (From - To)	
Name of the Staff in-charge of the Programme / Event & Mobile No.	

I request you sir to permit us to conduct the above activity in the Examination Hall and we obey the rules and regulations stipulated hereunder.

Date:

**SIGNATURE**

### Terms:

1. Collect the key from the O/o the Controller of Examinations by signing in the register.
2. Ensure that the hall is left in the same condition as it was before the events and report any damages or issues to the concerned authority.
3. Adhere to the allocated timings and duration and obtain prior approval for any extension or changes.
4. Service charges, if any will be collected from the user department.

The request to utilize the hall for the specified period is approved, subject to the terms and conditions outlined above.

**CONTROLLER OF EXAMINATIONS**