

Maharaja Ranjit Singh Punjab Technical University, Bathinda
(Gaini Zail Singh Campus College of Engineering & Technology, Bathinda)

Ref No:/ _____

Dated: _____

Performa for use of Conference Hall

Name of the department: _____

Date & Time of programme: _____

Type of programme: _____

LIST OF ITEMS IN CONFERENCE HALL

Cordless Mike		Remote for AC		Remote for projector	
Battery 9V		Mike Receiver with adaptor		Collar Mike	
Green Laser Pointer		Mike stand		Spring Rod	
VGA to double VGA Cable		Aux Lead			
Amplifier	1 No	Projector & LCD	2 No's	Supreme Chairs	120 No's
Wooden Chairs	40 No's	Sofa sets (02 Seater each)	6 No's	Centre Tables	6 No's
Red Carpet	1 No	Wall fans	20 No's	Connection Leads	4 No's
Sound Box with Rack	1 No	Lecture Dais	1 No	Heavy Lock	1 No

UNDERTAKING

We do hereby undertake that:

1. The inner verandahs and open spaces outside Academic Branch, near Computer Centre will not be used for cooking purposes. The open ground away from building only shall be used for cooking purposes and the same will be got cleaned by us either through the caterer or by the tent house. The cleaning will be got done before 9 a.m of the next day.
2. It will also be ensured that no eatables or cold-drinks etc. are served in the Conference Room except to the guests or VIP's.
3. We will ensure that all posters etc. relating to the function are got removed.
4. The Conference Room will mainly be used for academic activities only and will be used for cultural functions only under un-avoidable circumstances.
5. We undertake responsibility for the cleanliness of the venue apart from ensuring compliance of the above points.
6. Received the items as per pre-page in proper working condition and agree to return in the same condition.
7. We will not use D.J at high volume and volume will be such that no disturbance is created outside.
8. We will not use Cello tape on walls & Pillars of Conference Room.

Head of Deptt.

Faculty Co-ordinator

Student Co-ordinator

Name:

Branch:

Roll No:

Mob:

The Conference Hall is vacant on _____ and may be allowed.

S.D.F

Registrar