

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

Ref No: / _____

Dated: _____

Performa for use of Auditorium

Name of the department: _____

Date & Time of programme: _____

Type of programme: _____

LIST OF ITEMS IN AUDITORIUM

PA System fitted with other accessories including projector					
Wooden Chairs	40No's	Sofasets(02Seatereach)	6 No's	CentreTables	6 No's
Supreme Chairs	120No's	Lecture Dais	1 No		

UNDERTAKING

We do here by undertake that:

1. The inner verandahs and open spaces (road & floor) outside Administrative Block 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 Auditorium except to the guests or VIP's.
3. We will ensure that all posters etc. relating to the function are got removed.
4. The Auditorium 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 any type of stickers/sticking tape like Double Tape, Cello Tape etc. on walls & Pillars of Auditorium.

Head of Deptt.

Faculty Co-ordinator

Student Co-ordinator

Name:

Branch:

Roll No: Mob:

The Auditorium is vacant on _____ and may be allowed.

S.D.E

Registrar