



Proforma Regarding Booking of NED Auditorium for All Programmes.

- 01 Title of Programme: Seminar/ _____
Conference/ Symposium/
Workshop/ Lecture.
- 02 Organized by Department/ _____
Society.
- 03 Sponsored by i). _____
(if applicable) ii). _____
(Please attach iii). _____
list if required) iv). _____
- 04 Scheduled Date: _____ Time: _____
- 05 Duration of Programme: _____ hours to _____ hours
- 06 Number of Participants: _____
- 07 Refreshment Arrangements _____ number of Guests
near NED Auditorium. (if applicable)

Approving Authority

**Signature Chairman/
Head of Dept. / In-charge
of Society**

To,
Director Works & Services.

- N.B. i. The Multimedia/ Projector/ Laptop and Computer will be arranged by the Host/
Organisers of the Programme.
- ii. The minimum attendance for the programme should be comprised at least **200**
participants as per University policy.
- iii. Copy to CSA for information.