



ANNA UNIVERSITY REGIONAL CAMPUS – TIRUNELVELI  
TIRUNELVELI - 627007

**Conference Hall - Block 2**

**Note:**

- (i). **Conference Hall will be allotted only for such programmes where there are more than 100 participants**
- (ii). **Conference Hall can be booked at least one week in advance.**

1. Name of the Department / Cell :
2. Name of the coordinator / Organizer :
3. Mobile number :
4. E-mail id :
5. Name of the programme :
6. Sponsor of the programme :
7. Duration of the programme :
8. Date and time of the Hall requirement : Date: Time:
9. Date and time of the Hall Handover : Date: Time
10. No of participants :
11. Public & Address system and Photography requirement : yes/ No

(Please mention your P & A requirement)

We do hereby agree to oblige the conditions stipulated here under in connection with conduct of seminars/ symposium /workshop/Guest lecture/conference, etc, in the Conference Hall

1. **We will not stick** any handbills, sign boards, notices, decorations etc on the walls of the halls and outside of the hall, class rooms, pillars and the veranda relating to the conduct of any programmes and functions.
2. We will rearrange the furniture like chairs and tables in perfect order, if they are disturbed for group discussions of different teams etc.,
3. We undertake complete responsibility for maintaining **cleanliness** and upkeep of hall, classroom, veranda etc.,
4. **Room is allotted on first come first serve.**

5. P & A system should be operated by the staff allotted for this purpose.
6. *Tea & snacks or any other eatable item will not distribute in Hall, and nearby veranda.*

(The organiser/ coordinator may arrange suitable place nearby concern department/centre/cell) 7.

We will oblige to any kind of action initiated against us for violation of the conditions.

Head of the Department

Signature of the Coordinator/ organizer

Date:

<b>Available / Not Available</b>	<b>Sign of Conference Hall in - charge</b>

<b>Dean</b>	
<b>Approved</b>	<b>Not Approved</b>

Things received in good condition from Conference Hall by Coordinator /Organiser for the above programme

<b>Office Use Only</b>	
<b>Application Date &amp; Time</b>	
<b>No. of Participants</b>	
<b>Programme date</b>	
<b>Status</b>	
