



Ref. No: WS/

Date: 31/01/2020

NOTICE

Subject: Booking of MMC/Auditorium/Shakuntalam – regarding.

As directed by competent authority to streamline the process of booking of University facilities including MMC/Auditorium/Shakuntalam, a requisition Proforma has been approved and introduced to ease the booking process and to ensure optimum utilization and management of University facilities.

Accordingly, this is to bring to the notice of all concerned that henceforth, the requisition Proforma duly recommended by Dean/Chairperson/Head of the Department/Office shall be required along-with the administrative approval of the event to ensure the booking of MMC/Auditorium/Shakuntalam for each and every event. *The requisition proforma for booking must be submitted to the office of undersigned at least one week, prior to the event/program* so as to enable the undersigned to make necessary arrangements and to avoid any clash between two programs on same date and time.

Cooperation of all concerned is highly solicited to make the booking process streamlined.

V. Sharma
03/02/2020
W.S

- All Deans/Chairpersons/Head of offices (with the request to inform the concerned accordingly)

Copy to:-

- PA to VC: for kind information of Vice Chancellor.
- PA to Registrar: for kind information of Worthy Registrar.
- System Analyst cum Website Manager – with the request to upload the notice and proforma on University website.