

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
[DEEMED UNIVERSITY]
NIRJULI :: ITANAGAR :: ARUNACHAL PRADESH

[TRAINING & PLACEMENT CELL]

INDENT FORM FOR CONFERENCE ROOM
(to be submitted at least 07 days ahead of meeting)

Name of the Indenter ::

Department/Section ::

Requirements ::

Date(s)	No. of Members (approx.)	From (time)	To (time)	Remarks, if any

Signature of the Intender

Recommended & forwarded by ::

(HoD/HoC/HoS)

Remarks by the Dealing Asstt. (T&P)

Time slot available/not available

Final allotment :: Confirmed/not confirmed

In-charge (T&P)

IMPORTANT :

- 1. The Conference Room has a seating capacity of 22 (twenty-two) only (including Sofa).*
- 2. The Intender shall issue the keys of Conference Room and Kitchen (attached), during office hours and may return the keys after meeting, immediately/by next working day.*
- 3. During the meeting, the door (way to T&P Cell) shall be totally closed.*