



**BABA GHULAM SHAH BADSHAH
UNIVERSITY, RAJOURI- (J&K)**

Established by Government of Jammu & Kashmir
Recognized by UGC under Section 2(f) and 12(B)

ANNEXURE-I

REQUISITION FORM

Registrar
BGSB University
Rajouri

Subject: Request to provide Committee Room / Conference Hall / Auditorium Facility

Sir,

You are requested to please provide following hall for organising approved academic activity titled from to..... for which a copy of the approved scheduled is enclosed herewith for reference and record.

1. University Polytechnic Auditorium
2. Information Technology Department Conference Hall
3. Management Faculty Committee Room

(Please tick any one of the above as per need)

I will be personally responsible to follow all the terms and conditions mentioned in the University Circular No. BGSBU/Estates/17/11029 dated 09/10/2017.

Yours faithfully,

Recommendation / Forwarding Remarks, HOD

Name

Designation.....

Forwarding Remarks, Dean

Department.....

.....
FOR OFFICE USE ONLY

Approved / Not Approved