रसायन शास्त्र विभाग
दिल्ली विश्वविद्यालय
दिल्ली – ११० ००७

DEPARTMENT OF CHEMISTRY
UNIVERSITY OF DELHI
DELHI - 110 007

Application for the booking of Departmental facility for Seminar/Conference/Workshop

1. **Name of the Faculty member:** ……
2. **Designation** : ……
3. **Telephone/ Email** : Office……
   Mobile …….
   Email …….
4. **Space Requirement** : ☐ Seminar Room ☐ Committee Room ☐ Lecture Hall
5. **Date(s)** : on/from……..to…….
   Total number of Days…… …….
   Timing from……to…….
6. **Purpose** : ☐ Lecture ☐ Seminar
   ☐ Exhibition ☐ Conference
7. **Expected number of participants:** ……
8. **Nature of programme** : …….
9. **Name of Sponsor(s)** : ……..
10. **Any other information:** …….

Note:

i. Concern faculties shall be responsible for maintaining the cleanliness inside and around the booked area.
ii. Shifting of furniture already provided is not permissible.
iii. Any damage/loss to the property will be good at the user's cost.
iv. Nothing should be pasted on the walls/glasses/curtains.

(Signature of the Applicant)
With stamp

Fax: 011-27666605; Phone: 011-27667794, 011-27666646; EPBX: 011-27667725-1374-76;