



MEMO

With reference to the application/e-mail, the following Auditorium(s) is/are allotted as per requirements submitted by **Prof. Goutam Chakraborty, Associate Dean, International Relations & Ranking** :

Auditorium(s)	Date	Time	Purpose
Committee Room	27-02-2023	04:00 PM to 07:30 PM	Meeting with IR Faculty Representatives

Note:

1. The services of the Audio Visual Cell, PCs, Multimedia etc., if required, are subject to a separate requisition (available at the CWISS Office and AV Cell Office, Vikramshila at V-1) by the user/organizer directly to the Chairman, CWISS atleast 48 hours before commencement of the programme mentioning programme details and requirements of the Audio Visual facilities.
2. Any food item (including tea, Coffee, Cold Drinks, Snacks etc.) is not allowed inside the Auditorium.
3. The users of the Committee Room/Auditorium are requested to ensure cleanliness of the room after the meeting/programme.
4. No poster / bill / banner etc. be pasted on the wall anywhere in the Institute building / Auditorium / Seminar Hall / TOAT etc.
5. The Institute reserves the right to refuse permission, or to withdraw permission already given, for the use of the above facilities, without assigning any reason for such refusal or withdrawal.

Assistant Registrar (E)

सहायक कुलसचिव (ई)

Assistant Registrar (E)

भा प्रो सं खड़गपुर / IIT Kharagpur

To

Prof. Goutam Chakraborty
Associate Dean, International Relations & Ranking
IIT Kharagpur

Copy to

1. Superintending Engineer (E & M)
2. Senior Security Officer
3. Chairman, CWISS
4. Prof-in-Charge, Audio Visual Cell, CWISS
5. In-Charge, Refrigeration & Air Conditioning
6. Superintending Engineer (Civil)
7. Senior Executive Engineer (Electrical)
8. Security Officer
9. Secretary to the Director
10. Overseer / Caretaker, Main Building Area
11. Senior Executive Engineer (Water Works & Sanitary Section)
12. Office File