



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
S N Bose Auditorium	25-02-2023	04:00 PM to 10:00 PM	Hult Prize On Campus 2023

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 at least 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)

To

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

सहायक कुलसाचव (इ)
Assistant Registrar (E)
भा प्रो सं खड़गपुर / 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. Overseer / Caretaker, Main Building Area
10. Senior Executive Engineer (Water Works & Sanitary Section)
11. Office File



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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
S N Bose Auditorium	26-02-2023	07:00 AM to 10:00 PM	Hult Prize On Campus 2023

Note:

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Associate Dean, International Relations & Ranking
IIT Kharagpur

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Assistant Registrar (E)
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