



# Indian Institute of Technology Kharagpur

## Establishment Section

No.: ESTT/Genl/5-1/2023/0774

Date: February 23, 2023

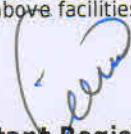
### MEMO

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 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 withdrawl.

  
Assistant Registrar (E)

#### To

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

सहायक कुलसाचव (इ)  
Assistant Registrar (E)  
आग्रे सं खडगपुर / 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



# Indian Institute of Technology Kharagpur

## Establishment Section

No.: ESTT/Genl/5-1/2023/0775

Date: February 23, 2023

### 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 | 26-02-2023 | 07:00 AM 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 atleast 48 hours before commencement of the programme mentioning programme details and requirements of the Audio Visual facilities.
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Assistant Registrar (E)

सहायक कुलसचिव (ई)

Assistant Registrar (E)

भा.प्रो. से 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. Overseer / Caretaker, Main Building Area
10. Senior Executive Engineer (Water Works & Sanitary Section)
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