

**General Sir John Kotelawala Defence University**  
**Faculty of Graduate Studies**  
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**RATMALANA**

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**APPLICATION FROM FOR THE RESERVATION OF THE EXAM HALL**

Name & Address of Application: .....

Telephone: .....

Email : .....

Details of Event / Function : .....

**Details of Booking**

Type of Reservation	Month	Date /s	Requirement			Required number/s	Time	
			Small Class	Big Class	Exam Hall		From	To

Signature : .....

Date : .....

**Office use only**

Total Cost : Rs .....

**Recommended/Not Recommended**

**Approved/Not Approved**

.....  
Dean, Faculty of Graduate Studies  
Date / /2019

.....  
DVC (Defence & Admin)  
Date / /2020

## 1. Classes.

### a. Capacity:

Big Class room (50 Students)

No of Classes; 6

Small Class room (30 Students)

No of Classes; 10

### b. Package Include.

- Cushion Chairs with foldable flap.
- 1 x E-board
- 1 x Podium
- 1 x Multimedia
- A/C
- Wi-Fi facility
- Lecture voice can be recorded.

## 2. Exam Hall Type Class

### a. Capacity

150 Students can

### b. Package Include.

- Tables with Cushion Chairs.
- 1 x E-board.
- 1 x Podium.
- 1 x Multimedia.
- A/C.
- Wi-Fi facility.
- Lecture voice can be recorded.

## Rates for Class Rooms / Exam Hall

<b>S:N</b>	<b>Item</b>	<b>Duration</b>	<b>Rates (Rs)</b>
1	Big Class room (50 Students)	4 hours	6,000.00
2	Small Class room (30 Students)	4 hours	5,000.00
3	100 Students Exam Hall	4 hours	7500.00
4	150 Students Exam Hall	4 hours	10,000.00