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APPLICATION FROM FOR THE RESERVATION OF THE CLASS ROOM

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

S:N	Item	Duration	Rates (Rs)
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