



Shri Mata Vaishno Devi University, Katra (J&K) – 182320, India

Lecture Theatre Requisition Form

Rules for availing the facility of Lecture Theatre (LT)

1. To hold any event in LT1/LT2/LT3/LT4, there should be prior approval.
 2. Any kind of decoration, sticking or posters, wallpapers is not permissible.
 3. Participants should maintain decorum in LT. Any kind of unwarranted activity/conduct will be reported to Disciplinary Committee.
 4. Any kind of damage would result into imposition of heavy penalty/recovery of cost.
 5. List of participants and schedule of event must be shared with this requisition form.
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Application for availing LT

Name of School/Section _____ Date _____

Name of event _____

Student coordinator name and entry number _____

Coordinator's contact number and email _____

Name of Faculty In-charge of event _____

Date and time during which LT is required _____

Number of participants' _____

Signature of student coordinator

Signature of Faculty In-charge of event

Availability of LT (Yes/No):

Allotted LT:

Signature of In-charge of LTs

Signature of Faculty In-charge of LTs

CSO/ASO for information and needful