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D.A.V. INSTITUTE OF ENGINEERING & TECHNOLOGY (DAVIET)

**KABIR NAGAR, JALANDHAR. - 144008
(ISO 9001:2008 Certified)**

**Approved by : All India Council for Technical Education, New Delhi & Govt. of Punjab
Affiliated to : Punjab Technical University, Jalandhar
Managed by : DAV College Managing Committee, New Delhi**

Ref. No. DAVIET/ 2015-16/7356

Dated... 15/8/15

Office Order

An event Management committee of the faculty/staff is hereby constituted for the smooth conduct of the functions, seminars, placement drives etc at our Institute:

1. Ms Megha Munjal Sharma : Assistant Professor (MBA).. Convener
2. Sh. Rajesh Kochher : Assistant Professor (IT)
3. Sh. Gurveen Singh : Assistant Professor (ME)
4. Sh. Summit Mahajan : Lab Technician (ECE)
5. Sh. Om Parkash : Sr. Asstt (Admn.)
6. Sh. Rajeev Sharma : Jr. Asstt.
7. Sh. Rajesh Kumar : Electrician-cum-pump operator

The committee shall provide support for all the functions and events at our Institute i.e. refreshments, decorations, bouquet, mementos and other relevant arrangements etc. during the function/events

All HOD's are requested to sent their requirement on prescribed format (as per attachment) 07 days prior to their event, so that said committee can make arrangements accordingly for the success of the programme.

**(Dr Manoj Kumar)
Principal**

CC.

1. All HOD
2. HCDs
3. Committee members
4. Network Administration: To provide the copy of the format on our website in the download section



DAV INSITUTE OF ENGINEERING & TECHNOLOGY, JALANDHAR

Proforma for Booking of Auditorium/Convention Hall/Seminar Hall/Conference Hall

Requisition for : Auditorium/Convention Hall/Seminar Hall/Conference Hall
(Please tick)

Name of the Applicant Department : _____

Purpose : _____

Date(s) of Booking : _____

Timings : from _____ to _____

Name of Chief Guest & Visiting Dignitary(s) : 1. _____

2. _____

Details of faculty to be responsible for maintaining discipline in the Hall :

1. _____

2. _____

3. _____

4. _____

5. _____

Other Requirement(s) for the event with quantity (Please elaborate wherever required)

1. Bouquet(s)
2. Memento(s)
3. Refreshment
4. Gift(s)
5. Audio/Visual Arrangement
5. Any other item

Signature of HOD

(To be filled by the office)

Requisition for	Staff(s) deputed for Audio/Visual Arrangements	Other staff deputed for the purpose (Please specify)	Authorized Signatory
Auditorium			
Convention Hall			
Seminar Hall			
Conference Hall			

Signature of Committee Convener

Principal