



JAWAHARLAL NEHRU UNIVERSITY

Convention Centre Booking Form

Date: _____

The requisite amount of booking will be deposited in the Cash Branch under intimation to the PRO office.

1. Title of the Conference/Seminar: _____

2. Booking required for (Auditorium I/II, Lecture Hall I/II/III, Committee Hall, Training Room no.107 & Committee Room no.108) _____

3. Dates of the Conference/Seminar: From _____ TO _____
4. Timing of the Conference/Seminar: From _____ TO _____
5. Organized by the : Name: _____
Centre/School: _____
6. Contact No.: _____
7. Number of Invitees: _____
8. Any V.I.P Visiting: Yes/No (If yes, please mention the name) _____

9. Funded by JNU: ☐ Yes ☐ No
(If yes, please enclose the copy of the approval issued by the University regarding funding)
10. I undertake to follow the guidelines stipulated for the use of Convention Centre. I further undertake that the recovery, if any, on account of damages/loss caused to the property of the University during my use of the centre, may be recovered from my ***Salary/Security Deposit**. (*Tick whichever is applicable)

(Seminar Coordinator)

Chairperson of the Centre

Dean of the School

PRO