



**HOLDING EXAMINATION/ENTRANCE TEST IIT GUWAHATI**  
(To be filled in by the IITG Faculty)

1.	Name of the Examination/ Entrance Test	
2.	Name of the external Institution	
3.	Date of examination/test	
4.	Session time (Morning/Afternoon)	
5.	Number of registered candidates	
6.	Pl. give details of room bookings	
Please attach the following: 1. Copy of the request letter received from external university/institute 2. Copy of the guest house booking for the representative of the external university/institute 3. Copy of the hall booking form to be submitted to the academic section 4. Copy of the security intimation letter		
(Signature of the concerned HOD/HOC)		(Signature ) Name & Designation: Dept./Centre:

*Forwarded for approval*

*Approved/Not Approved*

(AR/JS)

(DOAER)

Copy to: The Registrar, for information please.