



**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**Office of the Academic Affairs**

**Application for Booking of Hall(s)/Class Room(s)**

Name of the Applicant:

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Designation & Department:

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Hall/Room/PA System/OHP Required:

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Dates for which required:

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Time of use:

From:

To:

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Purpose of use:

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:  
:  
:

Signature

Date:

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**Note:** The classrooms 1G1, 1G2, 1205, 2201, 2202, 2203, 2204, 4G3, 4G4 cannot be booked for purposes other than special classes, seminars, technical lectures, presentations, short term courses, trainings organized by the departments centers or the registry.

- **Concerned faculty in-charge / indenter will ensure that the lecture hall / class room are left intact so that the next class can be conducted smoothly.**