



# UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES LAHORE, PAKISTAN

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## Requisition for Auditorium at Prof. Dr. Muhammad Akram Educational Complex Ravi Campus Pattoki

1. Name of Department/Institute/ Society/Club organizing the event:  
\_\_\_\_\_
2. Title/Purpose of the event:  
\_\_\_\_\_
3. Date of Requisition From \_\_\_\_\_ To \_\_\_\_\_  
Timing of Requisition From \_\_\_\_\_ To \_\_\_\_\_
4. Faculty/ Officer (Focal Person) responsible for maintaining cleanliness, safety of auditorium items/ IT appliances before & after the event.  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Cell # \_\_\_\_\_
5. Students responsible for maintaining cleanliness, safety of auditorium items/ IT appliances and discipline during the event (To be nominated by the officer at Sr. # 4)  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Cell # \_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Cell # \_\_\_\_\_
6. Recommended By:  
Director/ Chairman/ Officer Incharge: \_\_\_\_\_  
Senior Tutor: \_\_\_\_\_  
Dean: \_\_\_\_\_
7. Approved by Director A&C RC Pattoki: \_\_\_\_\_

Incharge Auditorium (Store Officer)

### SOP for use of Auditorium

1. The user department is requested to contact the IT Department and Building & Works Department for the smooth and continuous functioning of IT appliances and electricity/ air-conditioning.
2. The user will be responsible for the cleanliness/safety of Auditorium and Auditorium items before and after the event.
3. Any kind of food/beverage will not be served in the Auditorium.