



UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES LAHORE, PAKISTAN

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Requisition for Auditorium/Conference room 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: _____
Director Student Affairs: _____
7. Approved by Principal Officer RC Pattoki: _____
Incharge Auditorium/ Conference Room (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.

In-Charge I.T Center: _____