

# NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH

## TECHNOLOGY ENHANCED LEARNING CENTER (TELC)

### BOOKING FORM

**TO BE FILLED BY APPLICANT**

Name of Department.....

Purpose/Details for TELC booking.....

.....  
 .....

Dates from.....to.....

Time from.....to.....

Name of faculty In-charge for the booking with contact no.

.....  
 .....

responsible for the program.

(Signature of faculty in-charge)

Forwarded & Recommended  
 (Head of the Department)

**Note:**

1. The TELC may be provided only during working hours from 9:15 AM to 5:15 PM.
2. The keys should be taken and returned back to the TELC in-charge after completion of program.
3. The faculty in-charge will be responsible for safe keeping of the various equipments in TELC like microphones/projector/computer system etc.
4. No damage should be done in name of decoration.
5. The TELC should be kept in proper order before handing over the keys to the TELC in-charge or undersigned.
6. Any kind of foods are not allowed inside the TELC
7. TELC booking will be allowed for academic purpose (no cultural feast, fresher's welcome etc related programme will be allowed)
8. Maintenance charge is Rs 1000/- per day should deposit in institute account. Submit the form along with the payment.
9. Prior information should provide to i/c of TELC for booking confirmation

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**For office use only:**

Remarks (if any) from i/c of TELC.....

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Approved /Not Approved

Signature

i/c TELC

Remarks:

Payment status

Signature

Dy Registrar Finance

Remarks:

