Sri Eshwar
College of Engineering
Coimbatore | Tamilnadu
An Autonomous Institution
Affiliated to Anna University, Chennai

NAAC
NATIONAL ASSESSMENT AND
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For CSE, ECE, EEE, MECH

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National Institutional
Ranking Framework

Event Requisition Form

Date: __ / __ / ___

Name of the Event	:	

Type of the Event	:	FDP / Seminar / Workshop / Guest Lecture / _____

Professional Society Involved	:	IEEE / IETE / ISTE / WiCYS / IGEN / _____

Whether the event belongs to IIC	:	Yes / No

Event Date(s)	:	From	:	__ / __ / ___
		To	:	__ / __ / ___
		Number of Days	:	

Event Time	:	From	:	___ / ___ AM / PM*
		To	:	___ / ___ AM / PM*

Event Organizer Details	:	Name	:	
		Department	:	
		Mobile Number	:	

No. of Participants	:	Internal	:		External	:	

Guest Details	:	No. of Guests	:	
		Name of the Guest(s)	:	
		Designation	:	
		Name of the Organization / Industry	:	

Event Requirements		
Venue Required*	:	Yes / No, if yes, provide in Annexure – I
Audio Required*	:	Yes / No, if yes, provide in Annexure – II
ICTS Required*	:	Yes / No, if yes, provide in Annexure – III
Transport Required*	:	Yes / No, if yes, provide in Annexure – IV (a) & IV (b)
Accommodation / Dining Required*	:	Yes / No, if yes, provide in Annexure – V
Media Required*		Yes / No, if yes, provide in Annexure – VI
Financial Required*	:	Yes / No
Other Requirements, if any	:	

* Please strike off whichever is not applicable

IQAC Number	:	

Event Organizer   **Signature of Section Head /
HOD / Dean**

Approved by