



M.I.T CAMPUS HOSTEL

ANNA UNIVERSITY

CHROMEPET, CHENNAI – 600 044. Email: mithostels@mitindia.edu
Contact: 8678978241 & 044-22516118 / 6119



Request for Projector/Table/Cot and Chairs

From

----- (Name of the Staff member)
----- (Type of activity)
----- (Department of the staff member)
----- (Contact person Mobile Number)

MIT Campus, Anna University, Chennai-600044.

To
The Executive Warden,
MIT Campus,
Anna University,
Chennai-600044.

Sir,

Sub: Request for providing the items for conducting ----- Programme.

We request the hostel authorities to provide the following items on _____ (date) or between _____ (date) and _____ (date) for conducting _____ programme. We take utmost care to maintain the items provided by hostel authorities and will return them immediately to the hostel once the programme is over. We take entire responsibility for replacing the item / items by new one (Same brand / Same Quality) if they damaged by any means. We ourselves take responsibility for taking away / returning back the items from the Hostel Office.

(i) Projector- _____ No (ii) Tables- _____ Nos. (iii) Chairs: _____ Nos. (iv) Cots _____ Nos.

(v) Any other items: _____ Items Return on _____ Time _____

Staff Incharge / HOD's Signature
(Name with Seal)

Student Incharge

Name :

Reg. No:

Dept. :

Approved / Not Approved

DEAN / WARDEN

DEALING HAND

DEPUTY WARDEN

EXECUTIVE WARDEN