



UNIVERSITY COLLEGE OF ENGINEERING VILLUPURAM

(A Constituent College of Anna University, Chennai)

VILLUPURAM – 605 103

Phone : 91-4146-224500

E-Mail : ucev_auc@yahoo.com

Dean i/c

Date: 06.10.2017

CIRCULAR

This is to inform that the staff members who are in need of seminar hall /mini conference hall are requested to get permission at least two days before the commencement of program. A requisition form is available with EO/college website.

XXSDXX

Dean i/c.

//True Copy//

Copy to:

1. All HOD i/c's.
2. Stock File.
3. Dean's table.
4. Website.

**UNIVERSITY COLLEGE OF ENGINEERING VILLUPURAM
VILLUPURAM – 605 103**

REQUIREMENT OF CONFERENCE HALL/ MINI CONFERENCE HALL/ SEMINAR HALL/ GENSET

- 1) Name of the Faculty :
- 2) Department :
- 3) Recommendation of HOD :
- 4) Date and time on which required :
- 5) Purpose :
- 6) No. of days required :
- 7) Requirement of AV aid : LCD/ OHP/ COMPUTER/ PA SYSTEM/

WHITE BOARD /ANY OTHER

- 8) Name of the Chief guest :
- 9) Faculty Signature :

Estate Officer

DEAN i/c

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VILLUPURAM – 605 103**

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