



HALL BOOKING FORM
Internal Quality Assurance Cell (IQAC)
NESAMONY MEMORIAL CHRISTIAN COLLEGE
Marthandam - 629 165, Kanyakumari District, Tamil Nadu, INDIA
Email : iqacnmccm@gmail.com

Name of the Hall : Seminar Hall – I / Seminar Hall – II / Physics Seminar Hall /
Botany Seminar Hall / Other

Date of the Programme :

Scheduled Time : From To

Title of the Programme :

**Name & official address of the
Resource person** :

Name of the Staff involved in hall booking:

Organising Dept/Committee:

Date of booking :

Signature: HoD/ Organiser

IQAC Co-ordinator

Principal

***Note** : The filled in form should be submitted to the IQAC office for process.*

Submission of the Report of the Programme

Date of submission of the Report :

Name of the Staff submitting the Report:

Signature of the Staff

IQAC Co-ordinator

***Note** : The report may also be submitted in MS Word file to the IQAC mail ID given above.*
