REQUEST PROFORMA FOR DISPLAY OF BANNER(S)/POSTER(S)
(To be submitted in the Office of Proctor)

Note: (i) Banner/poster can be displayed not earlier than 10 days of the event.
(ii) Banner/poster must be removed next day of the completion of the event.

1. Date of Event: ___________________
2. Place of Event: __________________
3. Nature of Event (Please Tick ✓)
   (a) Conference ☐  (b) Seminar ☐  (c) Workshop ☐  (d) Outreach Programme ☐
   (e) Extension Lecture ☐  (f) CME ☐  (g) Hall Function ☐  (h) Alumni Meet ☐
   (i) Job Fair ☐  (j) ____________________________ (If any other, please specify).

4. Details of the Banner(s) to be displayed (copy of the Banner in A4 size format must be attached):
   (a) Size of the Banner to be displayed (Maximum size of the banner should not exceed 8 ft X 10 ft) ______
   (b) Number of Banner(s) to be displayed _____________
   (c) Location(s) at which Banner(s) is/are to be displayed:
      (i) ____________________________  (ii) ____________________________
      (iii) ____________________________  (iv) ____________________________
      (v) ____________________________  (vi) ____________________________

5. Details of the Poster(s) to be displayed (copy of the Poster in A4 size format must be attached):
   (a) Size of the Poster to be displayed (Maximum size of the poster should not exceed 2 ft X 3 ft) ______
   (b) Number of Poster(s) to be displayed _____________
   (c) Location(s) at which Poster(s) is/are to be displayed:
      (i) ____________________________  (ii) ____________________________
      (iii) ____________________________  (iv) ____________________________
      (v) ____________________________  (vi) ____________________________

6. Please provide following details of the organiser/applicant:
   (a) Name and signature of the Applicant __________________________
   (b) Signature and Seal of Forwarding Authority __________________________