



*Your Dreams Our Goal*  
**POORNIMA**  
**UNIVERSITY**



Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

**REQUISITION FORM FOR PHOTOGRAPHER**

**We are organizing program with following details:**

Organizing Department & Faculty :	
Coordinator Name :	Mobile No. :
Program Name :	
Venue:	
Starting Date :	End Date :
Starting Time :	End Time :
<b>Outside VIP Guest Name</b>	<b>Designation</b>
1.	
2.	
3.	

If Videographer is required, Justification thereof	
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**Signature of  
Coordinator**

**Signature of  
HOD / Dean**

**Signature of  
Dean, Student Welfare**

..... FOR USE OF PHOTOGRAPHER .....

Noted in Diary (Comment if Any)	
Remark/Approval by Authority	

**Signature of Photographer  
with Date**

**Signature of Approving Authority  
with Date**



*Your Dreams Our Goal*  
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**UNIVERSITY**

E21B

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**REQUISITION FOR ON CAMPUS MEAL**

**We are organizing program with following details:**

Organizing Department & Faculty:				
Coordinator Name:			Mobile No.:	
Program name:				
Venue:				
Starting Date:			End Date:	
No. of Days:				
Type	Breakfast	Lunch	Refreshment	Dinner
No. of Persons				

**Food Type:**

A) Regular Mess Food                      B) A + Extra Sweet + Salad + Papad

C) Any Other Item:

.....

**Signature of Coordinator/HoD**

**Signature of Dean**

**Signature of Dean, Student Welfare**

Communicated to Mess In-charge on Date: ..... Time: .....

**For Use of Mess In-Charge**

Noted in Diary ( Comment if Any)	
Remark/Approval by Authority	

**Signature of Mess In-charge  
with Date**

**Signature of Dean, Student Welfare  
with Date**

**Note:**

- 1) Booking of Breakfast/ Lunch/ Refreshment/ Dinner shall be communicated to the concerned authorities at least 3 days prior to the date of event.  
All such bookings will be entertained only by filling up E-21(B).
- 2) Category of Breakfast/ Lunch/ Refreshment/ Dinner shall be specified.