



St. Martin's Engineering College
Dhulapally, Secunderabad-500100

REQUISITION FOR GUEST LECTURE

Date:

1. Department:
2. Class & Section:
3. Total No. of Students:
4. Resource Person Name & Number:
5. Resource Person's Organization Name:
6. Resource Person Visiting Ist Time: YES / NO
7. Arranged by (Staff Name):
8. Topics (As per syllabus):
9. Date of Event:
- 10.Venue:
11. Time Slot:
- 12.Seminar Hall Booked: YES / NO
- 13.If Transportation is required then please write the following details:

Pick Up Address	Pick Up Time
	Companion Name: Contact Number :

- 14.Remuneration Amount requested:
- 15.Remuneration Amount Sanctioned:
- 16.Staff member names who will be attending the programme:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.

Encl: One page profile of resource person
Note: Post event report should be submitted within two days.

Sign of Organizing Faculty

Sign of HOD

Approved by Principal