



GOVERNMENT OF ASSAM

OFFICE OF THE PRINCIPAL :::::::::::ASSAM ENGINEERING COLLEGE

Website: aec.ac.in

Jalukbari, Guwahati- 781013

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office@aec.ac.in

NOTICE

This is for information of all concerned that a mandatory requisition procedure is now in effect for the allocation and use of the College Auditorium.

To ensure proper scheduling, maintenance, and administrative accountability, the following directives must be strictly observed:

- Mandatory Booking Form: Any department, committee, club, or student body—including all AECSU executive members and event convenors—intending to use the auditorium for academic, cultural, or administrative purposes must submit the duly filled Auditorium Booking Requisition Form.
- Prior Approval: Requisition forms must be submitted at least 7 working days prior to the scheduled event/activity. Verbal or informal requests will not be entertained under any circumstances.
- Form Availability: The prescribed booking form can also be downloaded from the official college website.
- Responsibility & Maintenance: The organizers will be held accountable for maintaining discipline, cleanliness, and the proper handling of audio-visual equipment and college property during the booked time slot.

No event, practice session, or gathering may be conducted in the auditorium without formal, written permission from the undersigned.

Your cooperation in maintaining institutional protocol is strongly solicited.

(Dr. Amrita Ganguly)
Principal

Assam Engineering College
Guwahati – 781013

Dated: 19.08.2026

Memo No.AEC/Aud/2026/ 1727-31

Copy to:

1. All Heads of Departments (for circulation among staff and students)
2. General Secretary, AECSU
3. Prof. In-Charge, College Auditorium
4. Notice Boards (Administrative Block & Hostels)
5. Administrative Officer, AEC.

Principal
Assam Engineering College
Guwahati – 781013