To,

 The Professor In-Charge,

Centre for Technology Enabled Learning

National Institute of Technology Meghalaya

 Shillong.

Sub:- Requisition for CTEL Room from **Department of Computer Science and Engineering**.

Sir,

 With reference to the above, I would like to use CTEL Room for the following purpose Workshop/Seminar/Lecture/Presentation/Invited Talk:

**Name**: …………………………………………………

**Department**. ………………………………………..

 ***Signature***

**Faculty Member/Staff**

 ***Approved By***

 **In charge (CTEL)**