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)**