**IQAC REQUISITION FORM**

From

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To

The IQAC head /co-ordinator

Rajas Dental College and Hospital

Respected Madam/ Sir

This is to bring to your kind notice that we the department/s of ---------------------------

have planned to conduct a Program named ---------------------------------------------------------------------------------------------------- on ------------------------------------------------------------------ We kindly solicit your permission for the same.

Thanking you

Date: Yours Sincerely,

Place:

LIST OF ENCLOSURES TO BE SUBMITTED BEFORE THE PROGRAM:

* A small write-up about the program (can be attached as a separate format with due signature)
* Brochure

LIST OF ENCLOSURES TO BE SUBMITTED AFTER THE PROGRAM :

* Feedback forms
* List of Participants
* Certificate
* Photograph of the Program
* Write up (Summary about the program)