



**ভট্টদেৱ বিশ্ববিদ্যালয়**  
বজালী, পাঠশালা-৭৮১৩২৫, অসম  
**BHATTADEV UNIVERSITY**  
(A State University established under Assam Act No. XXXVI of 2017)  
BAJALI, PATHSALA-781325, ASSAM

**Undertaking for Use of Conference Rooms of Library & New Buildings**

(To be submitted to the Overall In-charge)

Date: ..... / ..... / .....

I, ....., do hereby declare and undertake the following:

1. That the permission for using the Conference Room of **Library Building / New Building** (please tick the relevant one) has been granted by the Competent Authority and a copy of the permission / approval is enclosed.
2. That I shall,
  - i. Ensure the orderly use of the Conference Room and handle all equipments, fixtures and facilities with due care.
  - ii. Not remove, shift or alter any furniture, fixture and equipments without prior permission.
  - iii. Ensure that any loss or damage caused during use is brought to the notice of the Overall In-charge immediately.
  - iv. Ensure the cleanliness of the facilities and hand them back in proper condition after use.
3. That I have taken over the possession of the keys of the said Conference Room and return the facility in the same condition immediately after the programme is over.

Signature :

Name :

Designation :

Dept./Centre/Section/Office: