



2 Decades • 8 Institutions • 31000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

**POORNIMA GROUP**  
Achieving Excellence Together

**E21A**

**REQUISITION FORM FOR PHOTOGRAPHER**

**We are organizing program with following details:**

Organizing Department & Institute :	
Coordinator Name :	Mobile No. :
Program Name :	
Venue:	
Starting Date :	End Date :
Starting Time :	End Time :
<b>Outside VIP Guest Name</b>	<b>Designation</b>
1.	
2.	
3.	

If Videographer is required, Justification thereof	
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**Signature of  
Coordinator**

**Signature of  
HOD / Dean**

**Signature of  
Registrar**

..... FOR USE OF PHOTOGRAPHER .....

Noted in Diary (Comment if Any)	
Remark/Approval by Authority	

**Signature of Photographer  
with Date**

**Signature of Registrar  
with Date**