

Student events/activities: Form for obtaining permission

Name of the Society/ Union/
Club/Association/Organization

Name of the Event

Date, Time and duration

Venue

Name of the student requesting
Permission

a) Name-

b) Student Registration Number-.....

c) Email and Contact Number

d) Date and Signature.....

Name of the Relevant Department

Estimated cost and funding source

Equipment or any other facility
required from University

1..... 6

2..... 7

3..... 8

4..... 9

5..... 10

Guests expected from outside

Name	Organization

Equipment/Material expected
From outside

1..... 6.....

2..... 7.....

3..... 8.....

4..... 9.....

5..... 10.....

Responsible student for media activities

- a) Name-
- b) Student Registration Number-.....
- c) E-mail Address -
- d) Contact Number -

(This student should submit a small description of the event and the photographs of the event to the Director/IT through the Web Development Committee Representative of the relevant faculty after finishing the event)

Additional Notes (if any)

If the space is not enough

Attach a paper

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Recommendation of the Patron/Senior Treasurer
 /Deputy Senior Student Counselor/
 Senior Student Counselor/
 Relevant Academic Staff Member

Recommendation of the Head of the Department
 (Where relevant)

.....
 (Signature and authorized seal)

.....
 (Signature and authorized seal)

Recommendation of the Dean of the Relevant Faculty

.....
 (Signature)

.....
 (Authorized Seal)

Approval / Recommendation of the Deputy Vice Chancellor

Approval of the Vice Chancellor

For Office Use Only

Forwarded for necessary action:

Chief Security Officer	
Assistant Registrar/ Student Affairs	
Works Engineer	
Senior Assistant Bursar/ Payment Division	
Assistant Bursar/ Supplies Division	
Director/ IT Unit	
Cleaning Service	
Other	