

S. No. ....

## Application for Conduct of Activity / Event

Date : .....

Title of the Activity / Event : .....

Schedule of Activity / Event to be conducted	Date					
	Time (From)					
	Time (Till)					
	Venue					

Organized By : .....

Applicant's (SPOC) Name : ..... Mobile : .....

SPOC is : Student / Faculty / HOD / ..... Designation / Dept. : .....

Type of the Activity / Event : .....

Short Description of Activity / Event to be conducted : .....

.....  
 .....

**Requirements (attach requirements on separate sheet – if needed)**

Venue	<input type="checkbox"/> Auditorium – 3 <input type="checkbox"/> Auditorium – 4 <input type="checkbox"/> Auditorium – 5 <input type="checkbox"/> Auditorium – 6 <input type="checkbox"/> Any Other - .....	<u>Permission</u>

**Disciplinary Committee :**

(This disciplinary committee of the students will be responsible for smooth conduct of entire activities / events concerned without any indiscipline and shall be held responsible for all kind of indisciplinary acts / damages / protests etc.)

S. No.	Name	University Roll No	Branch / Sem / Section	Male / Female	Mobile	Signature
1						
2						
3						
4						
5						
6						

Any other information : .....

(Signature of Applicant)

<b>Recommendation / Approval</b>	Designation	Faculty I/c	HOD	Chief-proctor / DSW
	Remarks	Recommended / Not-recommended	Recommended / Not-recommended	Recommended / Not-recommended
	Sign			
	Name			

**Office Use**

<b>Title</b>						
<b>Organized By</b>						
<b>SPOC Name</b>					<b>Mobile</b>	
<b>Faculty I/c or HOD</b>	<b>Name</b>				<b>Mobile</b>	
<b>Schedule of Activity / Event to be conducted</b>	<b>Date</b>					
	<b>Time (From)</b>					
	<b>Time (Till)</b>					
	<b>Venue</b>					

**Hand-over / Take-over**

**Venue :** .....

S. No.	Major Item Name	Hand-over			Take-over		
		Quantity	Mention - Any Deficiency / Non-working / Breakage	Sign	Quantity	Mention - Any Deficiency / Non-working / Breakage	Sign
1	Benches						
2	Podium						
3	Stage / Stage-Tables						
4	Revolving Chairs						
5	Sound System						
6	Projector						
7	Air-conditioner						
8	Fan and Tube-lights						

**Comments, if any :**