

**Tata Institute of Social Sciences
Deonar, Mumbai 400 088**

**Application for Organising Programmes in the Campus
Freshers/Farewell**

(To be submitted before 07 working days prior to the date of the programme)

Sr. No	Particulars	
1	Name of the Centre/School	
2	Details of the program	Schedule (can be submitted as attachment as well)
3	Date & Timings	
4	Venue (to be tentatively booked by students through Computer Centre which will confirmed by SO (F&S) on approval of competent authorities)	
5	No. of participants	
6	<u>Details of students of the organising committee</u>	

I state that the above-mentioned details in this application are true to the best of my knowledge. I will abide by the rules and regulations of the Institute. I take responsibility for the entire event.

Signature of Student

Date: _____

Full Name : _____

Enrollment No : _____

Mobile No : _____

Email ID : _____

Recommended and Approved by School Dean / Independent Centre Chairperson

Name of the Chairperson/Dean: _____

Signature _____

Note:

1. Any changes to the programme should be informed to Section Officer (Respective Schools and Independent Centres)
2. No outside food/refreshments allowed inside the campus
3. The premise of the event should be cleared and organized for the next day class
4. Sound system cannot be used after 10.00 p.m

Institute Facility / Equipments / Resources Required

- 1) Laptop LCD Projector (for booking please approach Computer Centre)
- 2) Mike System with speaker (Facility Services)
- 3) _____

Section Officer (*Respective Schools and Independent Centre*)

SO (FS):

Dean (*Respective Schools and Independent Centre*)

Registrar

Approved / Facility Not Available / Date Change Requested / Rejected

Venue Allotted	Date and Time
Conditions (Regarding usage of Institute resources / cleanliness / time limits / sound limits etc)	

- Cc: 1) Security
2) Electrician
3) Computer Centre
4) Section Officer (OSA)

