

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

Application for Organizing Programs in the Campus (Seminar, Lectures, Workshops, Memorial lectures)

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

Sr. No	Particulars	
1	Programme/Activity (attach brief write-up about the programme/review of the movie/film)	<input type="checkbox"/> Lecture <input type="checkbox"/> Drama <input type="checkbox"/> Movie Screenings <input type="checkbox"/> Theater <input type="checkbox"/> Quizzes <input type="checkbox"/> Fest / Freshers Party <input type="checkbox"/> Any Other:
2	Name of the Programme/ Activity (Submit concept note)	
3	Date & Timings	
3	Venue (to be tentatively booked by students through Computer Centre which will confirmed by SO (F&S) on approval of competent authorities)	
4	Topic or theme	
5	No. of participants	
6	Details of Speaker(s) /Facilitator(s)	
	a) Full Name (attach brief profile of the speaker)	
	b) Designation	
	c) Complete address of organization	
	d) Mobile No	
	e) Email ID	
7	Any additional details about the Speakers	
8	<u>Details of Organiser(s and the source of funding for the event</u> Students' Union/ Student's name/ Class	

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 Faculty coordinator and School Dean (the faculty coordinator takes complete responsibility for the event, **the faculty coordinator's presence in the event is mandatory**)

Name : _____

Signature: _____

Note:

1. Any changes to the programme should be informed to Section Officer (Facility Services) / Office of Students' Affairs.
2. No outside food/refreshments allowed inside the campus

Institute Facility / Equipments / Resources Required

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

Faculty Coordinator

Dean of respective School

SO (FS):

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

