

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

Application for Organising Programmes in the Campus by the Students Union

(To be submitted before 10 working days prior to the date of the programme to Office of Students' Affairs)

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	
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):</u> Students' Union	

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 Dean Students' Affairs

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) _____

Section Officer (OSA)

SO (FS):

Dean (SA)

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

<p><u>Process of Approval</u></p> <p>Section Officer (Students' Affairs) (Submit application to PM (SA) in Room No.104, NC)</p> <p>↓</p> <p>Endorsement of Dean (SA)</p> <p>↓</p> <p>Section Officer (Facility Services) (For submission to Registrar's Office)</p> <p>↓</p> <p>Approval of Registrar</p> <p>↓</p> <p>Section Officer (Facility Services) (Students are required to check with SO (FS) regarding final approval of programme)</p>
