



SEMINAR / INDUSTRIAL VISITS / WORKSHOP / TRAINING EVENTS

ADVANCE NOTIFICATION FORM

BASIC INFORMATION

TITLE OF THE ACTIVITY	DATE AND TIME
PROPOSED VENUE	DURATION
SUPERVISING FACULTY NAME	GUEST SPEAKER NAME & DESIGNATION <input type="checkbox"/> CV ATTACHED

STUDENTS' DETAILS

NAME	REG. NO.	ROLE
CONTACT PERSON'S NAME	REG. NO.	MOBILE

REQUIREMENTS (PLEASE TICK THE BOX)

<input type="checkbox"/> SASHES - If required, contact Student Affairs Office.	<input type="checkbox"/> PANAFLEX - If required, contact Student Affairs Office.
<input type="checkbox"/> MEDIA COVERAGE - If required, contact Mr. Sameer, H Block, 2 nd floor. Submit the approved photocopy of this forms a day before the event.	<input type="checkbox"/> REFRESHMENTS - If required, fill this form and submit to the concerned Academic Officer, a day before the event.
<input type="checkbox"/> TRANSPORT - If required, attach the vehicle requisition form.	<input type="checkbox"/> SHIELD - to be decided as per policy by the signing authority.

SIGNATURES WITH COMMENTS IF ANY ARE NECESSARY

SOCIAL EVENTS COORDINATOR/ SOCIETY PATRON	HEAD OF DEPARTMENT	Dean	Vice Chancellor
DATE	DATE	DATE	DATE

THIS FORM SHOULD BE SUBMITTED WITH THE STUDENT AFFAIRS OFFICE/ACADEMIC OFFICER/SOCIAL EVENTS COORDINATOR, PREFERABLY ONE WEEK BEFORE THE EVENT FOR APPROVAL PROCEEDINGS.