

Tata Institute of Social Sciences

Deonar, Mumbai 400 088

Application for Organising Programmes in the Campus

(To be submitted before 05 working days prior to the date of the programme to Office of Students' Affairs)

| Sr. No | Particulars | |
|--------|---|--|
| 1 | Programme/Activity | <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 from outside TISS | |
| 6 | Details of Speaker(s) /Facilitator(s) | |
| | a) Full Name | |
| | b) Designation | |
| | c) Complete address of organization | |
| | d) Mobile No | |
| | e) Email ID | |
| 7 | Any additional details about the Speakers | |
| 8 | Details of Organiser(s) Students' Union/ Independent Student Organisation/ 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.

Signature of Student

Date: _____

Full Name : _____

Enrollment No : _____

Mobile No : _____

Email ID : _____

(Name & Signature): _____

Recommended by School Dean / Chairperson / Faculty Member

Note:

- Any changes to the programme should be informed to Section Officer (Facility Services) / Office of Students' Affairs.

Institute Facility / Equipments / Resources Required

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

Programme Manager (SA)

Dean (SA)

Registrar

| |
|-----------------------------|
| SO (FS): |
|-----------------------------|

| |
|---|
| 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) D.R.Shaikh

