

**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 (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 from outside TISS | |
| 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 | 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:

1. 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): |
|-----------------------------|

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|---|
| Approved / Facility Not Available / Date Change Requested / Rejected |
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| Venue Allotted | Date and Time |
|--|---------------|
| Conditions (Regarding usage of Institute resources / cleanliness / time limits / sound limits etc) | |

- Cc: 1) Security
2) D.R.Shaikh

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| <p><u>Process of Approval</u></p> <p>Programme Manager (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> |
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