



Tirumala Tirupati Devasthanams
శ్రీ వేంకటేశ్వర కళాశాల
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+

PERMISSION FOR ORGANIZATION OF EVENTS

- NOTE: 1. Please ensure a pre booking of the venue before getting the permission letter signed.
2. A copy of this duly filled form signed by the TIC/ Convener, IQAC Coordinator and Principal shall be submitted to ICT and/or Caretaker for necessary action.
3. Please ensure that the completion certificate of the event is physically signed by the Convener of the event, IQAC Coordinator and Principal after the event report is made.

EVENT DETAILS

1. Name of the Department/Society/Association:
2. Name of the TIC and/or Convenor: Prof./Dr./Mr./Ms
.....
3. Proposed Title of the Event:
4. Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public or Community outreach/ Skill enhancement/others (Please specify)
5. Participants: Student-centric /Faculty/ Other stakeholders (Please specify).....
6. Event Type: Offline/Online/Hybrid; Indoor/Outdoor
7. Collaborating Agency /Organization (If any):
8. Tentative List of Speakers with affiliations:
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9. Date & Time (from – to):
10. Financial Assistance/ Funding received (if any) (Please specify amount):
11. Proposed Budget (please attach details in a separate enclosure):

- 12. Faculty responsible for Geo Tagged Pictures
- 13. Faculty responsible for Event Report
- 14. ICT support required, if any (ICT Lab, Laptop, LCD projector)
- 15. Caretaker support required (tables, chairs, public addressing system, sanitation, manpower assistance)
- 16. Venue requirement (Seminar hall/ Ground/others)

TIC/Convenor

Date:

For official purpose

Comments (If any)

IQAC Coordinator

Date:

Principal

Date: