

Instructions for students:

- 1) Request for organizing an event should be submitted well in advance, at least 10 days before the event, to the Office of the Dean (Student Affairs)
- 2) Students should avoid events' overlap with Institute events.
- 3) Place tick (✓) marks in the relevant boxes.
- 4) The request should be prepared in consultation with the FIC. The submitted form should have all the necessary signatures (Event organisers, Club/General Secretary, Venue-in-charge, Chief Warden, FIC)
- 5) If needed, attach the details as a proposal.



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

Request for permission to conduct an event

Event Details

Organized by,

☐ Clubs under:

☐ Cultural council

☐ S& T council

☐ Sports council

☐ Other council

Name of the club _____

☐ Independent event organized by _____

(Attach a separate sheet with details of the event organizing team with their signatures and an undertaking stating that they will be fully responsible for the event.)

Event date(s): _____

Venue(s): _____

Guest(s) details: 1) _____

2) _____

3) _____ *(attach separate sheet, if necessary)*

Foreign participants: ☐ Yes ☐ No *[if yes, attach details in a separate sheet(s)]*

Brief information about the event:

_____ *(attach separate sheet(s), if necessary)*

Support requested from the Institute:

☐ Event and venue approval

☐ Pick-up and drop off of guests

☐ Not Applicable

☐ Accommodation for the guest(s).

☐ Not Applicable

☐ VFR ☐ Hostel ☐ Hotel _____

Dates: 1) from: _____ to _____

2) from: _____ to _____

3) from: _____ to _____

☐ Honorarium for guest(s):

☐ Not Applicable

1) _____

2) _____

3) _____

☐ Institute Memento/Souvenir for guest(s): _____ (Nos.)

☐ Not Applicable

☐ Travel

☐ Not Applicable

☐ Flight ☐ Train ☐ Taxi

☐ Waiver of Venue charges (only for LHC) ☐ Not Applicable

☐ Tea/Coffee ☐ Snacks _____ ☐ Not Applicable

Per head cost _____ Nos. _____

☐ Arranged through Service section ☐ Arranged directly by the organizers

☐ Stalls by sponsors/vendor on campus: Location _____

(Provide details in separate sheet)

☐ Not Applicable

☐ Financial requirements: _____

(Provide details in a separate sheet)

☐ Not Applicable

☐ Any other requirement(s): _____

Name & Signature(s):

Event Organizer

General Secretary/Secretary of CC/STC/SC, etc.

Comments/Recommendations/Approvals

_____ Faculty-in-charge

Venue: ☐ Available & recommended ☐ Not recommended

_____ Venue in-charge

Accommodation in hostel (if applicable): ☐ Available & recommended ☐ Not recommended

_____ Chief Warden