

Form for Requesting Permission to Organize Events by the Students

(Approval from the Vice Chancellor / Dean of the faculty must be obtained 7 working days prior to the date of the event. Otherwise, the request will be rejected.)

Faculty

Name of the Society/ Union/
Club/Association

Name of the Event

Date

Time/
Duration

Place of the Event

Possibility of Providing the
Location to be certified by the
Relevant Divisional Head

Estimated No. of Students
Participating For the Event
From the Relevant Faculty

Estimated Budget of the Event

Name of the Requesting Person

a). Name-
b). Student Registration Number-
c). Contact Number -

Name of the Relevant Department

Equipment or any
Other Facility Required
From University

1..... 6
2..... 7
3..... 8
4..... 9
5..... 10

Guests expected from outside

1.....
2.....
3.....
4.....
5.....

Equipment/Material expected
From outside

1.....
2.....
3.....
4.....
5.....

Responsible Media Person

- a). Name-
b). Student Registration Number-.....
c). E-mail Address -
d). Contact Number -

(This person should submit a small description and the photographs of the event to the Director/RUCIT after finishing the event through the Senior Treasurer/Patron)

Additional notes (any)
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Recommendation of the Patron/Senior Treasurer or Relevant Academic Staff Member

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(Name & Signature) (Date) (Authorized Seal)

Recommendation of the Head of the Department (Where relevant)

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(Name & Signature) (Date) (Authorized Seal)

Recommendation / Approval of the Dean of the Relevant Faculty

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(Signature & Date) (Authorized Seal)

Approval of the Vice Chancellor (Applicable only if the budget of the event exceeds the approval limit of the Dean of the faculty or involves an external collaboration)

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Office Use Only

Forwarded for necessary action:

Chief Security Officer	
Assistant Registrar/ Student Affairs	
Works Engineer	
Marshal Office	
Deputy Registrar/ General Administration	
Other	

(AR/SAR/DR of the outside faculties should send the copies to relevant parties upon the approval of the event by the Dean of the faculty)