

KAMALA NEHRU COLLEGE

**PERMISSION FOR ORGANISING ACTIVITY BY
COLLEGE/DEPARTMENT/SOCIETY/COMMITTEE ETC.**

This is for obtaining the prior permission from Head of the Institution for organising any activity by the Department/Society/ Committee/ NCC,NSS,NSO etc. The organisers are requested to submit the Permission Form, at least a week in advance. No activity should be organised in anticipation of the Permission granted from the competent authority mentioned above. Kindly attach the duly filled in Advance Form with it for the purpose of any expenditure on account of proposed activity.

- 1. Name of the Department/Society/Committee etc:
- 2. Name of the Convenor/Nodal Officer/ TIC :.....
- 3. Programme details:
 - A) Date, Time and Venue of event:
 - B) Invited Speaker/Speakers , name with designation and affiliation:

- C) Duration of Programme :.....
- D) Expected number of participants
- E) Audio-visual event with particulars.....
- 4. In case of Students only :
 - Name of recommending faculty/convenor/ Nodal officer :
 - Affiliated department/Society :
 - Name, Course and Contact no. & e-mail id :
 - Expected number of participants (from the college/outside college)

NOTE: For any Promotional venture/ Campaign it is mandatory to have prior permission much in advance from the Principal and all concerned members. No outside photographer, Videographer will be allowed for any event without explicit permission of the Principal.

Convenor/TIC/Nodal officer

Permitted by: Principal

Date: