



SNU
SISTER NIVEDITA
UNIVERSITY

DG 1/2, Action Area I, New Town, Kolkata, West Bengal -700156

Application No: SNU/IQAC Event/Activity/...../.....
For Office Use only

**APPROVAL REQUEST FORM FOR
ORGANISING UNIVERSITY EVENTS AND
ACTIVITIES**

School :		Department:				
Title of the event/activity:						
Event/Activity type [<i>Seminar/Conference/Workshop/Others (please specify)</i>]:					Duration:	
Proposed Date:			Proposed Venue:			
Target audience [<i>Students/staff/faculty of own department/other departments of SNU/other Universities</i>]:						
Objectives:						
Budgetary requirements (if any): [<i>Estimated amount (in ₹) with proper justifications</i>]						
Promotion	Honorarium	Transport	Accommodations	Refreshments	Rentals	Any other [please specify]
Total (in ₹)	<i>In numbers:</i>		<i>In words:</i>			
Infrastructural requirements [<i>If any, with justification</i>]:						
Head of the department/section Full Name, Signature with Date:						

***Please attach the IOM supporting this programme proposal, duly signed & approved by the Hon'ble Vice Chancellor**
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<i>Approval</i>	<i>Approved / Not Approved</i>	<i>Remarks</i>		<i>Signature with Date</i>
Member Secretary, SNU-IQAC				
CFO		<i>Sanctioned Budget (in ₹)</i>		
Registrar				
Vice Chancellor				

Copy to the Administrative officer for information and necessary actions:

Administrative officer	<i>Received</i>	<i>Signature with date</i>
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- Note:(1). Physical /digital advertising/communication items must contain IQAC logo.
(2). Brief report along with Geo- Tagged photographs about the event must be submitted to IQAC within one week time after the event is over.
(3). Please attach separate sheet (if required).