

# Format of Request for Permission to Conduct Student Activities at Govt. Institutes Under DTE Kerala

(As per Circular No. 26483/G1/15/H.Edn. dated 12/10/15)

From

Name.....

Position.....

Address.....

Mob. No. ....

To

The Principal

.....

.....

Sir;

Sub:- Request for Permission to conduct .....

at..... on.....(date)

I humbly request you to grant permission to conduct the following programme at this institution

The details as per Circular No. 26483/G1/15/H.Edn. dated 12/10/15 is furnished below.

Programme Details					
Event					
Agenda			List of Delegates / Guests Participating		
Source of Income			Estimate of Expenditure		
Sl. No	Particulars	Amount	Sl. No	Particulars	Amount
	Total			Total	
Date	Venue				
Time	From		To		
<b>Declaration</b>					
<p>I hereby declare that the programme will be conducted as per the guidelines, for activities of College Union and others, issued by the Higher Education Department through the circular Numbered 26483/G1/15/H.Edn. dated 12/10/15. I/We have informed the details of the items used and the agenda to the Chairman of Disciplinary committee.</p>					
<p>Name and Dated Signature of the Student Representative Responsible</p>					
<p>Name Designation and Dated Signature of the Staff accompanying / Staff responsible</p>					

### Recommendation

I have verified the agenda and the list of items used for the programme and the activity is recommended to be conducted as per the agenda shown above.

Union Advisor / Chairman of  
Discipline committee

### Permission from the Principal

Permission to conduct .....(name of the programme) on.....(date).....day) from ..... to.....(Time) at .....(venue) is granted

The circular will be sent/ campaigning in the class shall be done to inform the students on ..... (date) from..... to..... (Time)

The following Guidelines are issued for conduct of the programme

1. The programme should be conducted as per the circular Numbered 26483/G1/15/H.Edn. dated 12/10/15 from the higher education department.
2. No public property should be misused or damaged during conduct of the programme.
3. The titles, banners, notices, leaflets or any other media used should not contain any matter that is controversial, vulnerable to dispute or against the Central / State Government Policies
4. The items used for decoration and etc should not be of plastic or other non degradable materials. The decoration, Boards and etc used should be removed by the students responsible as early as possible after the programme.
5. The programme should not be started before 9:00am and should be ended before 6:00pm
6. Under any circumstances if the programme is not ended by 6:00pm, there should be enough number of staff members present at the venue. Under any circumstances the programme should end before 9:00 pm
7. If girl students are participating in the programme, the presence of Lady Staff is mandatory and the name of the staff should be informed in advance.
8. If the students need to stay at the college there should be a teaching staff accompanying the students.
9. If teaching days are lost and goes below the minimum required days for a semester, the programme shall be conducted on Saturdays or compensatory measures are to be suggested.
10. Cleaning the campus after any student activity is the responsibility of the students. Using the compound wall, the walls of the building, furniture etc for publicity is not allowed. It is considered as misuse or damage of public property. Any Furniture, equipment or tools needed for the programme should be used after getting prior permission from the staff concerned and should be returned in time without damage.
11. There should be a neat and tidy atmosphere in campus during the programme and all the students should keep the discipline.
12. Students should wear uniform/ Colour dress is Permitted

(put tick for relevant points)

Principal