

Proforma for Submission of Society Activity/ Event

1.	Society Name	
2	Name of Event	
3	Brief description of the event (For details, Annexure may be enclosed)	
4	Venue	
5	Date and Time (The proposal should be submitted at least one month prior to the event)	
6	Faculty Coordinators of Society	
7	Faculty Coordinator of Event (Male and /or Female)	
8	Is the event a part of Annual Event Calendar – Yes/ No	
9	Approved Budget Allocated for Event (Pl. enclose a copy) in Rs	
10	Advance requirement (in Rs.) (Amount is to be specified clearly)	
11	Advance to be sanctioned in the name of (Name of Faculty I/c)	
12	Any sponsorship received/ likely to receive for this event, if Yes, provide details	
13	Institutional support required for conducting the event (IT, Maintenance, House Keeping etc.) Clearly specify each requirement.	
14	Name, Reg. No. & Mobile No. of Student Coordinators of event (Separate Sheet can also be attached)	

15	Will the event affect the ongoing academic and research activity of the students (Yes/ No)	
16	I agree that no extra attendance or relaxation shall be given to any student for co-ordinating/ participating in the event (Yes/ No)	
17	The Faculty Co-ordinator of the event shall inform to all concerned departments for needful (Yes/ No)	
18	After the event, Faculty coordinator will submit a brief report of the event along with a few photographs to the DSW office (Yes / No)	
19	All expenditure bills duly verified should be submitted within 7-10 days after the event (Yes/ No)	
20	Signature of Faculty Coordinator of the Event	
21	Signature of Faculty Incharge of Society.	
22	Date of submitting the proposal in DSW Office	
	To be filled by DSW Office	
	Proposal Receipt Date	
	Proposal received by (Name & Signature)	