



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

PERMISSION FOR ORGANIZATION OF EVENTS

NOTE: 1. Please ensure that the completion certificate of the event is physically signed by the Convener of the event, IQAC Coordinator and Principal after the event report is made.
2. Please ensure a pre booking of the venue before getting the permission letter signed.
3. A copy of this duly filled form signed by the TIC/ Convener and Principal shall be submitted to ICT sysadmin@svc.ac.in, Caretaker sandeepthra@svc.ac.in, IQAC Coordinator iqac@svc.ac.in, Dr. Arpita Kaul arpita@svc.ac.in for commerce, NSS, NCC, EOC, Empathise, Placement and Sports events, Dr. Urmi urmi.b@svc.ac.in for humanities events, Dr. P. Jayaraj jayaraj@svc.ac.in for sciences events. (Mails mentioned in SOP) and Dr. Nagendra Kumar Kalaparathi nkalaparathi@svc.ac.in , for IQAC/ NAAC criteria 1-7.

EVENT DETAILS

1. Name of the Department/Society /Association:
2. Name of the TIC/Convenor (if any): Prof./Dr./Mr./Ms.
3. Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public or
community outreach/ skill
enhancement/others.....
4. Participants: Student-centric /Faculty/Both
5. Event Type: Offline/Online/Hybrid; Indoor/Outdoor
6. Collaborating Agency /Organization:
7. Proposed Title of the Event:
8. Tentative List of Speakers with affiliations:
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9. Date, Time from to :
10. Financial Assistance/ Funding received (if any)
11. Proposed Budget (please attach details in a separate enclosure):
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12. Faculty responsible for Geo Tagged Pictures
13. Faculty responsible for Event Report
14. ICT support required, if any (ICT Lab, Laptop, LCD projector)

15. Caretaker support required (tables, chairs, public addressing system, sanitation, manpower assistance)

16. Room requirement (Seminar/ any other)

Name & Signature of TIC/Convenor

Signature of Principal

Date:

Date: