

IQAC

Najath College of Science & Technology, Karuvarakundu

Programme/Event Permission Form

Organised by	
HOD/In Charge - Faculty	
In Charge -Student	
Details of Programme/Event	
Date and Time	
Venue	
Proposed Audience	
Type of Programme	
Name(s) & Contact Number(s) of RP if any	
Objectives of the programme	
Name of the programme, if any	

The above-given details are true.

Name and Sign of the Student in Charge with Date :

Phone Number :

Required Materials & Physical Arrangements

Declaration

The required supportive documents will be submitted/posted/ updated within the stipulated time.

Name & Sign of Faculty in Charge:.

Reference Note:

Head of the Department:

* Signed by HOD in case of Department Level Clubs/ Associations/ Cells

Directions/ Permission/ Suggestions

Principal

	OFFICE USE	
--	-------------------	--

Reserved the day.....Proceedings.....

Faculty in Charge, Seminar Hall

Office Superintendent

File, App & Website Updation							
File/ Telegram	Poster ☐	Schedule ☐	GTag ☐	Photos ☐	Report ☐	Feedback ☐	Media ☐
Embase	Calendar ☐	Events ☐	Poster ☐	Photos ☐	Report ☐	Feedback ☐	Media ☐
Website	News Updates ☐	Gallery (M) ☐	Events(M) ☐	News (2) ☐	Gallery (2) ☐	Events(2)	
	Latest News ☐	Report ☐	Banner ☐				

Final Submission & Filing @ IQAC