

ABES Engineering College, Ghaziabad
ABES Business School, Ghaziabad

Student's application for Permission in Technical Fest / Cultural Activities / Sports & Games
In NCR/Outside NCR

(Recommended permissible limit in a semester – One. It can be increased at the discretion of the Director)
 (To be applied minimum 7 days prior to the event)

Name: _____ Admission No.: _____ Course / Branch: _____
 Semester _____ Year _____ Contact No.: _____

Date(s) of Event:

D	D	M	M	Y	Y
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 To

D	D	M	M	Y	Y
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Name of the event _____

Venue: _____ Registration Fee Amt if any (Rs.): _____

Name of the Captain / Chief Artist (In case group activities):- _____

Attach the list of students including the captain with Admission Number, Name, Course, Branch and Contact Number.

Name of the Faculty Member accompanying the group: (if any) _____

Following documents are attached in support (attach relevant documents such as invitation, pamphlet etc.):

- (a)
- (b)
- (c)
- (d)

Have you and/or any other member on the team have ever been granted permission for any such activity during the current Semester earlier?– Yes / No, If Yes – give details:-

S..No	Date	Name of the Event	Venue	Registration Fee	Finance received From college	Any other information

I request for the following considerations:-

- (i) Permission to attend/participate in Technical Fest/Cultural Activities/Sports & Games from _____ to _____
- (ii) Reimbursement of registration fee amount Rs. _____ (max Rs 5000)
- (iii) T. A. / D. A. (Outside NCR only-full for winners, 50% for participation only)– Max. AC III Tier/CC by trains other than Rajdhani & Shatabdi / max. Rs 250 per day per person
- (iv) Attendance

Date: _____ Signature of the Student _____

Recommendations of the Club Secretary -

Date: _____ Sign: _____
 Name of Club: _____ Name: _____
 Course / Branch / Semester: _____

Recommendations of the Club Counselor / Faculty Co-ordinator -

Date: _____ Sign: _____
 Name: _____

Recommendations of the HOD -

Date: _____ Signature _____
 Name: _____

Recommendations of the Chairman clubs / Co-chairman clubs

Date: _____ Signature _____

Comments of DOSW

Date: _____ Signature _____

Approval of the Director:-

Date: _____ Signature _____

Note: (1) After HOD'S signature, the document to be moved through office runners
 (2) After approval, DOSW will make two additional copies of this form for the department (one for office & other for student); original form will be retained by the DOSW and filed for reference. In Case of hostellers an additional copy will be sent to the concerned warden.

Instructions

Approval in Advance

Prior approval is mandatory before proceeding for Technical Fest / Cultural Activities / Sports & Games. Permission would be granted only once in a semester on individual interest, but no limitation on college interest. No claims would be entertained if students move for Technical Fest / Cultural Activities / Sports & Games without prior approval. Claim should be submitted by filling Form No.S-27 within 15 days of the event attended.

Forms to be used for the Events:

Following forms to be used by the students, (available in college stationary shop)

Form S-26 – Application form for Permission to Participate in Technical Fest / Cultural Activities / Sports & Games by the student.

Form S-27 – Expense claim form for permission granted vide Form S-26

Documents to be attached with Form S-26 :- Attach copies of the following documents:-

1. Circular/Notification/News paper/Internet through which received the information regarding the Technical Fest / Cultural Activities / Sports & Games details highlighting Registration Fee details (if any).
2. Details of Registration Fees
3. Receipt of Registration fee if already deposited
4. Technical paper concerning to the event
5. Any other supporting document

Handling the Application Form – S-26

