

# National Textile University, Faisalabad

## Event Approval Form



*Note: An Event / Activity which is irrelevant to a society is not allowed.*

Society Name: .....

Event Name: .....Event Location.....

Event Date: .....Event Time: From.....To.....

Society President Name: ..... Registration No: .....Cell No. ....

Society Convener Name: .....

### Event Contents:

<u>Sr. No.</u>	<u>Activity Details</u> (Separate list may be attached)	<u>Time (From)</u>	<u>Time (To)</u>
1			
2			
3			
4			
5			
6			
7			
8			
<u>Sr. No.</u>	<u>Local Guests / Participants Name</u>	<u>Name of Person/s</u>	<u>Institute / Organization / Department</u>
1			
2			
3			
4			
5			
	<u>Foreigner Guests / Participants Name</u>	<u>Country of Origin</u>	<u>Institute / Organization / Department</u>
1			
2			
<u>Sr. No.</u>	<u>Name of Department Coordinators during Program (One Male &amp; One Female)</u>		
1			
2			

Event & Contents Proposed By (Society President): \_\_\_\_\_

Event & Contents Approved By (Society Convener): \_\_\_\_\_

Advisor Students: \_\_\_\_\_ Registrar: \_\_\_\_\_

Copy for Information to:

- I. Registrar
- II. Dy. Director Security
- III. Incharge Class Rooms / Auditorium  
(Mr. Shahzad Ali, Senior Clerk Ext-274 / Mr. Ghulam Murtaza 0302-6050914)

Note:

1. Any foreigner guest is required prior approval from Home Department, Punjab, Lahore through registrar office for participation in an activity within University.
2. *All types of activities within campus is required to be approved through this form. Strict disciplinary action will be taken against the organizers of any activity held without proper approval in campus. All activities should must be within moral and ethical values.*

## **Undertaking**

I solemnly undertake and declare that I will abide by the following rules and regulations:

- No such content will be presented which will affect the harmony of Society (Religious or Sectarian).
- No membership fee or fund will be collected from any student of the university by the society.
- Strict austerity and ethical measures will be adopted in all the events / programs.
- Transparent use of university finances will be ensured as per guidelines of University and management.
- I shall use all the installed fixtures, equipment which will be handed over to me by the University in a befitting manner.
- I shall not allow to all participants / office bearers of my society to serve eatables or smoking within main hall.
- I shall hold responsible to my society for any lost, theft, damage or any loss whatsoever directly or indirectly during the event preparation or actual program of my society.
- I shall not add/present any content other than approved through University Administration.

**Name &Signature of Society President**

**Name & Signature of Society Convener**