

**UNIVERSITY COLLEGE OF ENGINEERING, TINDIVANAM
MELPAKKAM, TINDIVANAM – 604 307**

Office: 04147 – 22477, Email: deanoffice.ucet@gmail.com

Event Conducting Pre Approval Form

Name of the Applicant : _____ **Date** : _____
Designation : _____ **Mobile No** : _____
Name of the Event Coordinator(s): _____
Name of the Organising Department/Unit & Address : _____

1. **Name of the Event** : _____
2. **Type of Event** (Workshop/Seminar /Cultural/Sports/Other) : _____
3. **Chief Guest Name & Designation** : _____
4. **Date(s) of Event** : _____
5. **Time** : From _____ to _____
6. **Venue / Hall Required** : Conference Hall (GF16) / Mini Seminar Hall (GF18) / Multipurpose Hall (FF16) / Others _____
7. **Expected Number of Participants** : _____
8. **Mode of Event** : Online / Offline / Hybrid
9. **Live Telecast Required** : Yes/No
10. **Setup Required** : PA System PC / Laptop LED Projector & Screen Others _____
11. **Brief Description of the Event:** (Not more than 50 words)

DECLARATION

I hereby declare that all the details mentioned above are correct and that the event will comply with university policies and guidelines. I assume full responsibility for the equipment and facilities, including complete financial liability in the event of loss, theft, damage, or irresponsible use. I understand that failure to comply with applicable policies and procedures may result in the immediate loss of future usage privileges.

**Signature of the Applicant
with Date**

**Signature of the
Faculty/HOD/ Coordinators/Unit Officers**

Availability of Hall / Venue for the proposed date : Available / Not Available

Signature of the Maintenance Coordinator

Approved / Not Approved

DEAN

Note:

1. Approval must be obtained **three days before the event**.
2. A copy of the brochure or event invitation must be enclosed for approval. The document will serve to provide content for scrolling on the college website/ Social Media platform and also inform and promote the event among faculty, students and stakeholders.
3. After the event, submit the following documents to the Dean office on the day or next day of the event.
 - Photographic Evidence (Geo-tagged & Normal)
 - Invitation and promotional material.
 - A brief write-up of the event.
 - Feedback form of participants (if needed)
 - Any other event relevant documents.
4. Hardcopy and softcopy submitted to the Dean office on_____

Submitted by Organiser

Received by Dean Office

For Office Use Only

Event Application No: _____ **Forwarded to Social media Cell on:**_____

Social Media Cell:

Upload event details and tick the applicable checkbox.

- Facebook
- Instagram
- Threads
- LinkedIn
- X-Twitter
- WhatsApp channel
- YouTube channel
- Press News (if applicable, mention the name of the press)_____

Confirmation Section:

- Event details forwarded to **IIC Cell Coordinator**: Yes/No
- Hard & soft copies of the event details submitted to Dean's Office on: _____

Signed by Social Media Coordinator