

**FORMAT FOR PERMISSION FOR VARIOUS FACULTY'S / STUDENTS' ACTIVITIES – COEP PUNE**

1. Name of the Dept./ Student's club : \_\_\_\_\_

2. Name of the Faculty/Student/ Club Secretary : \_\_\_\_\_

3. Mobile Number of the Faculty/Students : \_\_\_\_\_

4. Function/ Activity permission required for : \_\_\_\_\_

5. Details of Activity / Function in brief with dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Details of Resources Booked /Arranged if any : \_\_\_\_\_

\_\_\_\_\_

**( e.g. Main Audi/ Mini Audi, CDH , Main Building main hall, any out sourced agency, Catering , Pandal , Infrastructure, Band, Orchestra etc...)**

7. Extra Services required:

a) Security : No of Security Guards required if any with timing \_\_\_\_\_

\_\_\_\_\_

b) House Keeping : Details of extra House Keeping services required if any with timing \_\_\_\_\_

\_\_\_\_\_

8. Name and Dept of Faculty advisors : \_\_\_\_\_

9. HODs/ Faculty Advisor's Remarks : \_\_\_\_\_

\_\_\_\_\_

10. Dean Students Affairs / Gymkhana VP remarks if required: \_\_\_\_\_

\_\_\_\_\_

11. Director's / Dy Director's Remarks/ Approval if required : \_\_\_\_\_

12. Remarks of General Manager ( Admin) : \_\_\_\_\_

\_\_\_\_\_