



FORMAT FOR CONDUCTING/ HOLDING OF ANY EVENT IN DIBRUGARH UNIVERSITY

1) Name of the Event: _____

2) Date(s) of the Event: *From* _____ *to* _____

3) Time of the Event: *From* _____ *to* _____

4) Venue of the Event: _____

5) Details of the Organizer(s) [Department/Centre/Institute/Hostel]: _____

6) Contact No.(s) of the Organizer(s): _____

7) Purpose of the Event: _____

8) Objectives of the Event: _____

9) Who will be benefitted: _____

10) Name of the Guest(s) and affiliations: _____

11) Mode: Internal/ External

Forwarded by: _____
(Signature with date & seal)

.....
DECLARATION: I/We, the undersigned undertake that, *if permitted*, the event will be concluded on time as allowed by the authority and I will be responsible if any untoward incident takes place during the event.

Date:

[Name of the Organizer(s)]

[Signature of the Organizer(s)]

.....
(For office use only)

*Remarks/Note (if any): _____

Approved/ Not Approved

(Signature of the Approval Authority with seal)