



University of Jaffna

Welfare Services Branch

General: 021-222-6716
Intercom: Head: 1181, Office: 1182

E-mail: directorws@univ.jfn.ac.lk
welfare@univ.jfn.ac.lk

My Number: UJ/WS/UN/STU/A/29
Fax: 021-222-6716

Application for conducting events / programmes / meetings in the University

(Duly filled, the application along with the supporting documents should reach the Student Welfare Branch at least three working days before the commencement of the event/programme/meeting)

Details of the Event / Programme / Meeting					
Name / Title of the event / programme / meeting:					
Venue:					
Date:		Commence at:		Conclude at:	
Number of participants (approximate):					
Please include details on whether any outsiders will participate in this programme as members of the audience or participants (<i>Name, Designation and Reason for participation</i>) <i>If available space is insufficient. Please continue a separate sheet.:</i>					
Details of the Applicant					
Name of Applicant:					
Registration Number:				Contact No.:	
Department:				Faculty:	
Name of the Society / Union / Organization:					

Note: hereby I assure that the above details are true and correct according to my knowledge and if there are any changes in the above information, I will immediately inform to the Director/Student Welfare Services and I will take responsibility for the discipline of the students and all the responsibilities of the movable and immovable properties which will be used during this programme. If any employee of the University attends this event, the payment of additional overtime in this connection will be paid by our society/union or myself as per the rates specified in the University system.

Hereby, I have annexed the followings documents with this application

Documents	Checklist
Covering letter	<input type="checkbox"/>
Programme agenda	<input type="checkbox"/>
Tentative budget	<input type="checkbox"/>
Request letter for the fundraising	<input type="checkbox"/>
Request letter for the usage of the university's emblem	<input type="checkbox"/>
Details about the outside participants	<input type="checkbox"/>
Any other relevant documents	<input type="checkbox"/>

Name:.....

.....
Signature:

.....
Date:

Official rubber stamp (if available):

I hereby certify thatroom / hall / area is allocated for this event / programme / meeting

Signature and Official Seal of the officer in charge / Head / Dean

Date

(Not applicable for the hostel events / programmes / meetings)

I hereby confirm my physical presence at the event to oversee students' conduct and discipline while accepting full responsibility for the safety of all movable and immovable university properties utilized.

Senior Treasurer /
Student counsellor

Marshal

Deputy Proctor
of the Faculty

Dean

(Only applicable for the hostel events / programmes / meetings)

I hereby confirm my physical presence at the event to oversee students' conduct and discipline while accepting full responsibility for the safety of all movable and immovable university properties utilized.

Part-time sub-warden

Sub-warden

Marshal

Academic Warden

The provision of electricity and/or water supply during the programme was approved / rejected
(No electricity supply will be given for the videography)

Works Engineer

Date

Proctor's recommendation to the Vice Chancellor/Registrar

Signature and Official Seal of the Proctor

Date

Director of Student Welfare's recommendation to the Vice Chancellor /Registrar

Signature and Official Seal of the Director/Students' welfare

Date

Permission granted / not granted

Vice Chancellor / Registrar