

IIT Bhilai Campus Safety Form (Template)

1. Event name: *Recruitment of Project Staff for a Sponsored Project*
2. Name of the Event-Head: *Dr. Souradyuti Paul (PI)*
3. Mobile no. of the Event-Head: *8238050231*
4. Organizing department/unit: *CSE*
5. Dates, times, venues, numbers of attendees and security guards :

Sl	Date	Time	Venue	How many attendees	How many security guards
1	12/09/2018	10am to 12PM	414 (ED1)	10	NIL
2	13/09/2018	4pm to 7PM	LH500	27	1
3	10/2/2019	2AM to 7AM	Boys' Hostel	50	2

6. Guest list:

Sl.	Name	Date of entry	Time of entry	Entry gate
1	Barack Obama	12/12/2035	Between 8am and 10PM	1 or 2
2	Sofia Loren	30/05/2019	Between 9PM and 6AM	2
3	M. Visvesvaraya	25/11/1978	Between 12PM and 11AM	1 or 2

I hereby declare that:

- I am responsible to ensure that the guest list reaches the appropriate gates (in the hardcopy format) well ahead of the times of entry by the guests.
- I understand that, in absence of the said list, a guest attendee may be denied entry into the campus.
- I have taken appropriate permission from the departmental/unit head to organize the event. (If the Event-Head happens to be a student, approval from the DOSA must have to be enclosed explicitly.)

Signature of the Event-head:

Date:

Signature of the departmental head:

Date: