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| C:\Users\es00952\Desktop\Logo.jpg | ABES Engineering College, Ghaziabad | Form No. S-26  w.e.f.: October 2018 |
| ***STUDENT’S APPLICATION FOR PERMISSION IN TECHNICAL FEST / CULTURAL ACTIVITIES / SPORTS & GAMES IN NCR/OUTSIDE NCR*** | | |

(Recommended permissible limit in a semester – One. It can be increased at the discretion of the Director)

(To be applied minimum 7 days prior to the event)

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| Name: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Admission No.: | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | Course / Branch: | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| Semester | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | Year | | | \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | Contact No.: | | | | | | | |  | |  | |  |  |  |  |  | |  |  |  |
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| Date(s) of Event: | | | | | | D | D | M | M | Y | | Y | To | | D | D | | M | | | M | | | | | Y | Y |  | | |  | |  |  |  |  |  | |  |  |  |  |
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| Name of the event | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | Registration Fee Amt. if any (Rs.): \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
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| Name of the Captain / Chief Artist (In case group activities):- | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
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| Attach the list of students including the captain with Admission Number, Name, Course, Branch and Contact Number. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of the Faculty Member accompanying the group: (if any) | | | | | | | | | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |
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| Following documents are attached in support (attach relevant documents such as invitation, pamphlet etc.):  (a)  (b)  (c)  (d) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you and/or any other member on the team have ever been granted permission for any such activity during the current Semester earlier?– Yes / No, If Yes – give details:-   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | S.No | Date | Name of the Event | Venue | Registration Fee | Finance received From college | Any other information | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I request for the following considerations:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Permission to attend/participate in Technical Fest/Cultural Activities/Sports & Games from \_\_\_\_\_\_\_ to ­­­­­­­\_\_\_\_\_\_ 2. Reimbursement of registration fee amount Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (max Rs 5000) 3. T. A. / D. A. (Outside NCR only-full for winners, 50% for participation only)-– Max. AC III Tier/CC by trains other than Rajdhani & Shatabdi/ max.Rs250 per day per person 4. Attendance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Date:** | | | | | | | | | | | | | | | | | | | | | | | | **Signature of the Student** | | | | | | | | | | | | | | | | | | |
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| **Recommendations of the Club Secretary -** | | | | | | | | | | | | | | | | | | | | | | | | **Recommendations of the Club Counselor/ Faculty Co-ordinator** | | | | | | | | | | | | | | | | | | |
| **Sign with date:**  **Name with Course/Branch/Sem:**  **Name of the Club** | | | | | | | | | | | | | | | | | | | | | | | | | **Sign with date:**  **Name:** | | | | | | | | | | | | | | | | | |
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| **Recommendations of the HOD -** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | **Signature** | | | | | | | | | | | | | | | | | | |
| **Date:** | | | | | | | | | | | | | | | | | | | | | | | | **Name:** | | | | | | | | | | | | | | | | | | |
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| **Recommendations of the Chairman clubs / Co-chairman clubs** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Date:** | | | | | | | | | | | | | | | | | | | | | | | | **Signature** | | | | | | | | | | | | | | | | | | |
| **Remark by Accounts Department:** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Date:** | | | | | | | | | | | | | | | | | | | | | | | | **Signature** | | | | | | | | | | | | | | | | | | |
| Approval of the Director:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date:** | **Signature** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**Form No: S-26: Instructions**

**Approval in Advance**

Prior approval is mandatory before proceeding for Technical Fest / Cultural Activities / Sports & Games. Permission would be granted only once in a semester on individual interest, but no limitation on college interest. No claims would be entertained if students move for Technical Fest / Cultural Activities / Sports & Games without prior approval. Claim should be submitted by filling Form No.S-27within 15 days of the event attended.

**Forms to be used for the Events:** Following forms to be used by the students, (available in college stationary shop)

Form S-26 – Application form for Permission to Participate in Technical Fest / Cultural Activities / Sports & Games by the student.

Form S-27 – Expense claim form for permission granted vide Form S-26

**Documents to be attached with Form S-26:- Attach copies of the following documents:-**

1. Circular/Notification/News paper/Internet through which received the information regarding the Technical Fest / Cultural Activities / Sports & Games details highlighting Registration Fee details (if any).
2. Details of Registration Fees
3. Receipt of Registration fee if already deposited
4. Technical paper concerning to the event
5. Any other supporting document

**Handling the Application Form – S-26**

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|  | Date of Event (say D) |  |
|  | D–7 or earlier |  |
|  | Student Fills up Form S-26  Attaches required documents as above |  |
|  | D-7 |  |
|  | Student gets it recommended from the  Club Secretary, if applicable |  |
|  | D–6 |  |
|  | Student gets it recommended from the  Club counselor / Faculty Co-ordinator / Guide. |  |
|  | D–6 |  |
|  | Student gets it approved / recommended from the HOD |  |
|  | D–6 / D–5 |  |
|  | Department sends the form to Chairman Clubs / Co-chairman  who puts in his/her recommendation& then sends the form to Accounts for signature |  |
|  | D–5 |  |
|  | Accounts Department puts comments &  sends the form to Director |  |
|  | D–5 / D–4 |  |
|  | Director Approves |  |
|  | D–4 |  |
|  | Accounts Deptt. gets two additional copies made (without enclosures)   * Sends two copies to the department. * Keeps original in the file. |  |
|  | D–4 / D–3 |  |
|  | * Department retains one copy for record * Hands over one copy to the student |  |
|  | D+15 or earlier |  |
|  | Student submits Form S-27 for  reimbursement of expenses  (See Form S-27 for details) |  |