



University of Jaffna

Requisition Form for the Approval to Use Loud Speaker / Sound system and a Public Addressing system by the Students' Unions / Societies/Trade Unions or Associations

- a. Requisition form should be handed over to the office of the Administration at least **10 working days before the Programme**
- b. Office bears of an any Union or association, University of Jaffna who desire to organize an event are requested to submit requisition application to the Office of the **Vice Chancellor or Office of the Registrar at least 05 working days before commencement of the program** through the office of the Administration Branch Jaffna or Ariviyal Nagar along with all supporting documents.
- c. **Use of the Loud speaker / sound system or Public addressing system**

Student Union, Trade Union, or any other Union or Association in the University or any office bearers of such Unions or Associations, should obtain permission for the use of loud speaker or public address system and other relevant matters with regard to the events organized by them **from vice Chancellor/ Registrar giving assurance that it will not affect or disturb normal functioning University and its academic activities.**

- 1. Name of the Applicant / Student -----
- 2. Registration No/ Employee No -----
- 3. Name of the Union /Association -----
- 4. Designation -----
- 5. Purpose of the programme -----
- 6. Proposed date -----(-----)
- 7. Required volume range Hz -----
- 8. Proposed time From ----- To-----

I, undersigned take responsibility and assure that no damages and disturbances will be caused by this activity or event level and if any loss/ damage is reported I will bear the cost of the University premises and the properties as determined by the University.

Date

Signature of Applicant

The above program will not disturb or affect the academic activities / administrative functions and I therefore recommend

Dean of the faculty				Deputy Registrar	
Arts	Science	Management	Engineering	Examination	Administration

Vice Chancellor/ Registrar (students' Unions /Societies only)

This Applicant/ Union /Societies /is / not/ a registered member/s /Student/s

Recommended / Not Recommended

Recommended / Not Recommended

Senior Treasurer

Senior Student Counselor

Nature of the usage of sound system

- 1. Closed Halls/ room
- 2. Open halls /room
- 3. Open air

Required Sound Volume Range -----

Police Approval needed for over the -----Hz Volume range / Use on the public Street/ Road

DR/SAR/AR welfare

Approved / Not Approved

- Permission is granted to use the university sound system only / outside or hiring system

Hiring system

- If used outside the system must be produced – List of name and details of equipments
- If used to over the volume range or public roads police approval should be produced along with application

Vice Chancellor /Registrar

NOTES:

1. Associations / Organizations that organize events are required to submit their applications for permission to hold such events to reach the Vice Chancellor's office at least one week before the event
2. Organizing such events should be continued only after confirming that the Vice Chancellor's approval/ permission is granted.
3. There may be instances where permission may not be granted by assigning a proper reason (Chapter xvi, para 4.1.1 of E.code of UGC & HEIs) and on such occasions the applicant should immediately take action to stop conducting the event.
4. The President or Secretary of the Trade Union should obtain permission in writing from the Registrar/Vice Chancellor of the Higher Educational Institution to hold any of its meetings in the grounds or buildings of the University. (Chapter xvi, para 4.1 of E.code of UGC & HEIs)
5. Events should be normally proposed to be held during the usual office hours or when academic work is being conducted. If for any special reason it is necessary to hold a meeting during such hours, the Vice Chancellor of the University should be personally satisfied of such need. Unless otherwise permission will normally not be granted. (Chapter xvi, para 4.1.1 of E.code of UGC & HEIs)
6. It is the responsibility of the President and Secretary of a Trade Union / Societies etc., to see that notices or posters in connection with meetings etc. are not pasted on the walls etc., of the buildings of the University, and that the buildings are not disfigured in any way. They will be personally held responsible for any damage to buildings or University property caused by the use of the grounds or buildings for such meetings. (Chapter xvi, para 4.3 of E.code of UGC & HEIs)
7. At the closure or after the events the applying entity trade union/ Society/ Association etc., should ensure that the place where the event held is reorganized and cleaned up well.
8. If persons other than employees or students of the University are attending such meeting, the names of such persons and any other information required regarding such persons should be furnished to the Vice Chancellor of a University at least one week before the date of meeting and his written permission obtained for such persons to enter the premises of the University. (Chapter xvi, para 4.2 of E.code of UGC & HEIs)
9. All the details regarding use of loudspeaker internally as well as externally, processions, stage and decorating structures that are planned to be put up should be informed in detail for prior approval of the same along with application for permission to hold an event is submitted.
10. Applicants seeking permission to hold events should confirm through their application that all these arrangements are made keeping in line with policies of the University and Government as well as rules and regulations and image and reputation of the University.

Office Use only

Cc: after approval

- Work Engineer for your necessary arrangements after approval
- Chief Marshal For your necessary security arrangements after approval
- Chief Security officer For your necessary security arrangement after approval