



# University of Jaffna

## Welfare Services Branch

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

E-mail: [welfare@univ.jfn.ac.lk](mailto:welfare@univ.jfn.ac.lk)  
[arws@univ.jfn.ac.lk](mailto:arws@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

Details of the Event / Programme / Meeting					
Name / Title of the event / programme / meeting:					
Venue:					
Date:		Start at:		Finish 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 on 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 will assist to 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"/>
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 that .....room / hall / area is allocated for this event / programme / meeting

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

\_\_\_\_\_  
Date

Hereby I take responsibility for the student's discipline and behaviour, their operations during the event, and the safety of the movable and immovable properties which will be utilized by them

.....  
Senior Treasurer / Student counsellor

\_\_\_\_\_  
Marshal

\_\_\_\_\_  
Deputy Proctor of the Faculty

.....  
Dean

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