



Indian Institute of Technology Kanpur

Office of Dean Students' Affair

Common Approval Form

(Event/Festival/External Event)

Name of the Council/ Club / Festival:			
Name of the Gen Sec / Executive/Co-Ordinator:			
Roll No:			
Contact No:			
Description of the Event:			
(Attach additional sheet if required)			
Date of Event	From:	To:	
Number of External Participants (if any)			

*Registration through Sbi-i-collect or registration portal only.

Venue Requirements	
LHC requirement	
SPEC Facilities requirement	
VH G Allied facilities requirement	
DoSA office facilities / Hall accommodation	
Security Requirements	
IWD facilities	
Others	

(Attach the annexure for detailed booking of facility with special requirements if any)

Financial Details (Not mandatory for festivals)	
Expenditure if any (Tentative in case of festivals)	
Income If any	
Budget Head	(FY 20 -20)

CPI G SSAC status (if required)	
---------------------------------	--

PSG/ Gen Sec / Chairperson	Faculty Advisor	Events Cell, Students' Affairs	ADSA	DOSA

*Event must be approved at least before (03) working days in advance

Note: Kindly ensure the availability of all required facilities before applying for event approval. Initiate the approval at least 1 week prior to the event and 15 days in big events.