

Application for Using Common Room for Birthday Celebration/Get-together

Name of Applicant :
Father's Name :
College Roll No. :
Branch and Semester :
Date for which permission sought :
Time : From p.m. To p.m.

Sir,

I wish to host a small party to my friends on account of on Kindly give permission to use the Common Room near ECE Block during the time slot mentioned above.

List of my friends who will join me is given on the back of this application.

I assure to maintain decorum and discipline in and around the room during the above timing. In case of any kind of indiscipline and undesirable activity I am liable to be punished as per college rules.

Date:

Signature:

Name of Applicant:

Recommended / Not Recommended.

Allowed / Not Allowed.

Warden / Supervisor

Principal / Registrar

IMPORTANT INSTRUCTIONS:

1. Maximum capacity of the Common Room is 30 persons. Permission will not be granted for gathering beyond that.
2. Timings: During Summer 5.00p.m. - 7.00p.m. and Winter 4.00 p.m. - 6.00 p.m.
On Sunday/Holiday: 9.00 a.m. to 6.00 p.m. (for maximum duration of 2 hrs. to one applicant).
3. Application must be submitted one day in advance to the Estate Officer.
4. Permission shall depend upon availability; i.e. if not already booked by somebody else.

[P. T. O.]

List of Students joining me in the Common Room:-

S. No.	Name of Student	Branch	Semester	Roll No.
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2				
3				
4				
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Signature of Applicant:

Name of Applicant :

Branch : Semester:..... Roll No: