



GOVERNMENT ENGINEERING COLLEGE, VALSAD

Request form for Event Organization

Date:

To,
The Principal,
GEC, Valsad

Subject: Permission to organize Workshop/Conference/Expert lecture/STTP/FDP/Other event named as: _____

Respected Sir,

With reference to the above subject, with due respect, request to conduct event as per the requirements as bellow.

Event Title	:
Organizing Department/Cell/Club	:
Under the banner of	: SSIP/RUSA/ISTE/Department Chapter/Other If Other:_____
Expected Participants count (Including Faculty)	:
Students from Own department or All department	: Own Department/All Departments *Select any one
Is there any registration fee	: Yes/No If Yes fee amount Rs:_____
Total Expenditure for Event: (Including Remuneration/TA-DA/Refreshment /any other cost	:
Name of Expert	:
Designation of Expert	:
Expert's Institute Name	:
Coordinator's Comments:	

Coordinator
Name and Sign: _____

Department
HOD Sign: _____

Principal:

Note: 1. Prepare file for event including expenditure details/participation list/report/feedback etc.

2. Upload the duly signed copy on web portal to active the participant's registration link on www.gecv.ac.in