

REQUEST FOR PARTICIPATION IN EXTERNAL EVENTS

1. Name of the Event:

2. Type of Event :

Technical Cultural Sports/Games Others

3. Venue:

4. Date of the Event:

5. Details of Participants:

SR No	Name	Semester, Branch	Signature

6. Exams, Assignments if any on the day of program (Details):

(In case of exams or assignments signature of the concerned faculty is required)

7. Name and Contact No. of Team Leader:

8. Recommendation of Guide/Advisor (With Name and Contact No.):

9. Recommendation of HOD with date:

10. Recommendation of staff in-charge (*IEDC/IEEE/PED/TPO etc.*):

[The staff in-charges are : For IEDC / Projects - IEDC Coordinator, for IEEE Events - IEEE Coordinator, for Sports – Physical Education Coordinator (PED and for Cultural & Other events– Training & Placement Officer (TPO)]

11. Approval by Principal:

(Read next page for instructions and check list of the supporting documents)

INSTRUCTIONS TO THE APPLICANTS

Things to Do before the Competition

- The request for participation along with necessary documents should be submitted 5 working days before the Event.

Sl. No	Documents	
1	Abstract of the Project/ Details of the Program	
2	Proof of Registration/selection/confirmation letter	
3	Permission from Guide and HOD (Page 1)	
4	No Objection Letter from parents in the prescribed format	
5	Student Attendance Regularization Request	

Things to Do after the Competition

Sl. No	Documents	
1	Submit Proof of participation/ Certificates/ Trophy/Cash prize	
2	Photos of participation – send the photos with abstract to iedc@rist.edu.in / hr@rist.edu.in	

- Participants should submit the copy of Certificates to IEDC / TPO/PED within five days after the Event
- Leave will be approved only after submitting the proof of participation/ Certificates.