SOUTH EASTERN UNIVERSITY OF SRI LANKA

APPLICATION FOR THE STUDENTS’ UNIONS OR SOCIETIES’ PROGRAMS

1. Name of the Student / Cont. No: -----------------------------------------------
   Registration No & Faculty -----------------------------------------------

2. Name of the Union / Society -----------------------------------------------

3. Title of the Programme -----------------------------------------------

4. Purpose of the programme -----------------------------------------------

5. Proposed date and time
   From -------- To --------

The following documents should be attached

- Request letter
- Nature of Program and Agenda
- Name of Chief Guest & Guests
- Invitation
- Type of participants (University students/Parents/Outside visitors)
- Hall Reservation (See Back Side)

I, undersigned, will take responsibility of Peace, Harmony of the University premises and the properties. If any damage is identified, this cause will be re-impressed by me.

Date: ------------------------- Signature of Applicant

Whether this Applicant is/ not/ registered member and the Union/ Society is Registered

--------------------------------- AR / Welfare

The above program won’t interrupt to the academic activities

--------------------------------- Heads of the Departments

Recommended / Not Recommended

--------------------------------- Dean of the Faculty

Recommended / Not Recommended

--------------------------------- Senior Student Counselor

Recommended / Not Recommended

--------------------------------- Director Stud. Support Service & Welfare

Approve / Not Approved
(Permission granted to the students only/ with/ outside visitors and parents)

--------------------------------- Vice Chancellor / Registrar
Hall reservation

<table>
<thead>
<tr>
<th>Permission to</th>
<th>X</th>
<th>Place</th>
<th>Recommendation</th>
<th>Signature</th>
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<tbody>
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<td>Auditorium – SEUSL</td>
<td>Dean/ FMC</td>
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<td>2</td>
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<td>Auditorium – FAC</td>
<td>Dean/ FAC</td>
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<td>3</td>
<td></td>
<td>River Bank Site</td>
<td>Works Department</td>
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<td>4</td>
<td></td>
<td>Student Centre</td>
<td>Director/ SSS &amp; W</td>
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<td>Lecturer Hall</td>
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Facilities required

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<th>No of Seats</th>
<th>Nos.</th>
<th>If Not available / Remarks</th>
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<tr>
<td>1</td>
<td>Sound System</td>
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<td>2</td>
<td>OHP</td>
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<td>Multi Media projector</td>
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<td>Lecture Hall No</td>
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Works Engineer / Head Computer / Head – MIS

Permission is granted to make use of the above Hall ___________ till __________ on __________ for your information and necessary action pleas.

Sen. Asst. Registrar/Administration

Vehicle reservation / Use of Motor Vehicle – use by student Unions and other Societies

Purpose of Traveling: ________________________________________________________________

Proposed itinerary: from ____________ to ____________

Date on which the reservation of vehicle required: ______________________________________

Time of Departure from ____________ expected time of returned ___________

Registrar

Forwarded for your decision please.

Sen. Asst. Registrar/Administration

Use of official motor vehicle*** is Approved / Not Approved

Registrar

*** Use of Motor Vehicle – use by student Unions and other Unions – (UGC E-Code XXVII)

No Student Union, Trade Union, or any other Union or Association in the Commission or Higher Educational Institution or any office bearers of such Unions or Associations, has a right for such Unions or Associations, has a right for the use of official motor vehicle. Only when a student or employees is taken seriously ill or is injured in an accident while in the premises of his/ her study or work place, an official motor vehicle may be used to transport the person to the nearest hospital provided the medical officer deems it necessary to do so, or the chairman of the commission / a vice chancellor / a Director of a University collage / Rector of a Campus/ Director of an Institute authorizes it in his discretion.

CSO – SEUSL

For necessary security arrangements.