

APPROVAL FORM FOR DISPLAY OF PROMOTIONAL MATERIAL

(Posters / Banners / Standees / Flyers/Standees)

1. Applicant Details

- **Name of Applicant:**
- **Designation:** Student / Faculty / Staff / External
- **Department / Organization:**
- **Contact Number:**
- **Email ID:**

2. Event / Purpose Details

- **Title of Event / Purpose:**
- **Brief Description:**
- **Event Date(s):**
- **Venue:**

3. Display Details

- **Type:** ☐ Poster ☐ Banner ☐ Standee ☐ Sticker ☐ Other: _____
- **Number of Posters/Banners:**
- **Size (in sq cm/ sq ft):**
- **Material:** Paper / Flex / Cloth / Other: _____

4. Proposed Display Locations:

(List exact locations)

5. Display Duration

- **From (Date):** _____ **To (Date):** _____

6. Content Declaration

I hereby declare that:

- The content is **not offensive, political, or unlawful**.
- It complies with Institute rules and policies.
- It does not damage Institute property.

Signature of Applicant: _____

Date:

7. Undertaking

I undertake to:

- Display posters/banners only at **approved locations**.
- Remove all materials within **24–48 hours after the event**.
- Bear penalties for violations, if any.

Signature: _____

8. Approval Section (For Office Use)

Authority	Name & Signature	Date	Remarks
Student Affairs			
HoD / Dean Academics			
Security Office			
Estate Office			

9. Final Approval Status (to be marked by Security Office)

- ☐ Approved
☐ Approved with Conditions
☐ Rejected

Authorized Signatory (Registrar/Director):

10. Conditions (if any)

Note:

- Display without approval is strictly prohibited.
- The Institute reserves the right to remove unauthorized materials without notice and penalize the organizers with the cost of removal of the display material.