COMMON RULES FOR
INTERCOLLEGIATE COMPETITIONS / WORKSHOPS / SEMINARS

1. Students must wear college ID cards and be in formal dress during the programme.
2. Nomination form and risk certificate must be distributed to the selected students at least 3 days before the event.
3. Undertakings signed by the student and parent (Risk Certificate) should be submitted to the Principal at least 1 day before departure.
4. The Principal / HoD will meet the student representatives and faculty in-charge before the departure.
5. Any indiscipline or misbehavior will result in cancellation of future participation in intercollegiate events.
6. At least one experienced faculty member must accompany the students.
7. Separate arrangements must be made for male and female students if required.
8. The visit will normally be one day only. Extension may be allowed only with the Principal's approval.
9. The faculty in-charge must send an SMS/WhatsApp update to the HoD / Principal at:
    - Departure from DBCY
    - On reaching the host college
    - After the event is over
    - On reaching DBCY

APPROVAL FORM

Department: .....

Name of Applicant: .....

Event / Programme: Competition / Workshop / Seminar

College / Institution of Visit: .....

Date: .....

S.No	Particulars	Details / Annexure
1	Type of Event	Intercollegiate Competition / Workshop / Seminar
2	Date & Time of Departure	
3	Date & Time of Return	
4	Address & Contact of Host College	
5	Mode of Travel	
6	Invitation Letter / Circular from Host College	Yes (Enclose as Annexure – 1)

7	Accompanying Faculty Details	Yes (Enclose as Annexure – 2)
8	List of Student Participants	Yes (Enclose as Annexure – 3)
9	Undertaking Letters from Students	Yes (Enclose as Annexure – 4)
10	Risk Certificates signed by Student & Parent	Yes (Enclose as Annexure – 5)
11	Approval from Principal	

Note: The form must be submitted at least one week prior to the event.

Annexure – 1

Copy of Invitation Letter / Circular from Host College

Annexure – 2

List of Accompanying Faculty

Sl. No.	Name of Faculty	Designation	Department	Gender	Mobile No.

Annexure – 3

List of Student Participants

Reg. No.	Name of Student	Gender	Event / Workshop	Mobile No.

Annexure – 4

Undertaking Letter – Students

We, the students of ....., undertake that we are participating in the Intercollegiate Competition / Workshop / Seminar at ..... organized on ..... (date).

Departure: ..... (date & time) from DBCY, Yelagiri Hills

Return: ..... (date & time) at DBCY, Yelagiri Hills

We hereby declare that the faculty and staff of DBCY, Yelagiri Hills will not be held responsible for any mishap/eventualities during the programme.

Sl. No.	Reg. No.	Name of Student	Signature

(*The undertaking should be repeated on all pages.*)

Annexure – 5

Risk Certificate

In consideration of being nominated at my request as a participant in the Intercollegiate Competition / Workshop / Seminar at ....., I agree that neither I nor my parent/guardian shall make any claim against Don Bosco College, Yelagiri Hills or any staff member for any loss or injury to property or person (including injury resulting in death) suffered during the programme.

I, ... Reg. No. ..... Department ..... agree to the above conditions and undertake to participate from ..... to ..... entirely at my own risk.

Signature of Parent .....
Signature of Student .....

Address: .....