



MITS RADIO 90.8 MHz COMMUNITY RADIO STATION

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
MADANAPALLE – 517325, ANDRA PRADESH



Student Volunteer Participation and Attendance Form for Radio Station Programs

Note: This form is to be completed by the student volunteer and submitted to the department for recording participation and attendance in radio station programs.

STUDENT INFORMATION:

Full Name : _____
Student ID : _____
Department : _____
Year of Study : _____ Section: _____
Contact Number : _____
Email Address : _____

RADIO STATION VOLUNTEER PROGRAM DETAILS:

Program Name : _____
Date(s) of Participation : _____
In Time : _____
Out Time : _____
Program Type : _____

[Radio Announcer / Radio Jockey(RJ) /Guest Speaker/ Other (Specify)]

DECLARATION AND CONSENT:

I, _____ [Student's Full Name], hereby declare that I have actively participated as a volunteer in the radio station program mentioned above. I confirm that the information provided is accurate and true to the best of my knowledge.

I understand that my participation and attendance in the radio station program will be recorded for academic and administrative purposes. I hereby give my consent to the department to collect, process, and store my personal and participation-related data for attendance verification and program evaluation purposes.



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I acknowledge that my participation may involve on-air performances, recordings, and interactions with the audience. I will conduct myself professionally and adhere to the guidelines and instructions provided by the radio station's staff.

I understand that attendance records, including **"In Time"** and **"Out Time"** for each program, will be maintained by the department and the radio station for attendance verification and academic reporting purposes.

I release and discharge the institution, department, and the radio station, along with their management, employees, and representatives, from any liability or claims arising from my voluntary participation in the radio station program.

By signing below, I agree to the terms and conditions stated above.

Student's Signature: _____ **Date:** _____

RADIO STATION REPRESENTATIVE'S ACKNOWLEDGEMENT:

I, _____ [Radio Station Representative's Full Name], acknowledge that I have reviewed the information provided by the student volunteer and verified their participation in the radio station program mentioned above.

Signature: _____ **Date:** _____

DEPARTMENT REPRESENTATIVE'S ACKNOWLEDGEMENT:

I, _____ [Department Representative's Full Name], acknowledge that I have reviewed the information provided by the student volunteer and verified their participation and attendance in the radio station program mentioned above.

Signature: _____ **Date:** _____

INSTRUCTIONS FOR SUBMISSION:

1. Complete all sections of this form accurately.
2. Obtain the signature of the student volunteer.
3. Submit the completed form to the department for recording and verification purposes.

Note: This form serves as a record of participation and attendance. The radio station and department will maintain records for academic and administrative purposes.