

PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)APPLICATION FOR DUTY LEAVEFOR GROUP OF STUDENTS

(TO BE SUBMITTED NOT MORE THAN SEVEN DAYS AFTER THE DATE OF COMPLETION OF THE EVENT)

Date: _____

Sir,

Kindly sanction duty leave as per Goa University Ordinance and College extracurricular activity policy for participating in

held at _____ on / from _____ to _____.

This event / competition was organised by

_____.

Scrutinised and approved

Kindly do the needful and oblige.

Member
Students Leave Committee

Signature of the Faculty/Student In-charge

Name:

Contact Number:

Cmail ID:

Roll Number (In Case of Student):

Duty Leave for ____ days may be granted

FACULTY ADVISER
STUDENTS' AFFAIRS

Encl:

1. Approved Application of Prior Permission.
2. Documentary Evidence of participation.
3. List of students.

Duty Leave granted

VICE PRINCIPAL
IN CHARGE OF
STUDENTS' AFFAIRS

Kindly Note:

1. H.O.D's signature is a must in case of a Departmental event.
2. General Secretary's signature is a must in case of a Students' Council or Sports Council event.

