

PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

APPLICATION FOR DUTY LEAVEFOR INDIVIDUAL STUDENT

(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 _____.

For Academic Purpose Only

Kindly do the needful and oblige.

DEPARTMENT

H.O.D

Signature of the Student

Scrutinised and approved

Name:

Class:

Roll Number:

Cmail ID:

Contact Number:

Member

Students Leave Committee

Duty Leave for ____ days may be granted

Encl:

1. Approved Application of Prior Permission
2. Documentary Evidence of participation

FACULTY ADVISER
STUDENTS' AFFAIRS

Duty Leave granted

VICE PRINCIPAL
IN CHARGE OF
STUDENTS' AFFAIRS

