

# MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

## WALK AND TALK

### Application Form

- 1 Name of the class Number of students
- 2 Date Day Departure Arrival
- 3 Names of the teachers accompanying
- 4 Outcomes expected
  
- 5 You would like to go out to
  
- 6 Activities planned
  
- 7 Purpose of visiting the place
  
- 8 Budget (attach the file if needed )
  
- 9 Arrangements made

Request by

Student Leader

contact number

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

# MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

## INDUSTRY VISIT

### Application Form

- 1 Name of the class Number of students
- 2 Date Day Time from 5 am to 10 pm only
- 3 Names of the teachers accompanying
- 4 Outcomes expected
- 5 Company(ies) you plan to visit with full address
- 6 Activities planned
- 7 Contact person in the company with phone number with e-mail id
- 8 Schedule of the visit (attach file if needed)
- 9 Possibilities of linkages / MOU/ internships/ CSR funding with the organization (attach file if needed)

- 10 How the company is connected with the academics of the program
- 11 Budget of the program (attach file if needed )

Request by

Student Leader

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

**MARIAN COLLEGE KUTTIKANAM (AUTONOMOUS)**

**ONE DAY TOUR (II UG)**

**Application Form**

- 1 Name of the class Number of students
- 2 Date (only Saturday/Public holidays)
- 3 Departure Time Arrival Time
- 4 Names of the teachers accompanying
- 5 Outcomes expected
  
- 6 Places of your visit
  
  
- 7 Details of your travel/ itinerary
  
  
- 8 Concessions for students ( number & amount )
  
- 9 Expense per head & Total expense
  
- 10 Budget of the travel

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# MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

## ACTIVITIES INSIDE THE CAMPUS

### Application Form

- 1 Name of the class/clubs/ associations                      Number of students
- 2 Date    Day    Time  
Expected duration    Venue
- 3 Teacher(s) in-charge
- 4 Description of the program ( attach the program sheet)
- 5 Outcomes expected
- 6 Target group (internal/ external)
- 7 Rules and regulations of the programme including details of the prizes if any
- 8 Expected expenses
- 9 Support needed from the office if any

Request by

Student Leader

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

**MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)**

**Students' activity leave form**

From: Name .....Cl No. ....Course .....

To: The faculty advisor.....Class.....

Sir,

As I/ we,

.....  
.....  
.....  
.....

have to .....

.....

I /we request you to kindly grant me/ us leave of absence for .....date/ dates

.....hour(s).

Obediently yours,

Signature:

Date:

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Recommended by:

Signature:

Name:

Date: