

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

Request by

Student Leader

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

STUDENTS' TOUR (UG/PG)

Application Form

- 1 Name of the class Number of students

- 2 Departure Day &Date Arrival Day

- 3 Departure Time Arrival Time

- 4 Names of the teachers accompanying

- 5 Outcomes expected

- 6 Places of your visit & Means of transportation
 (Attach detailed itinerary)

- 7 Expense per head &Total expense

- 8 Scholarships/ concession for students if any (number of students &
 amount)

- 9 Number of drivers/ assistants in the bus (if the tour is more than one day by bus)

- 10 Budget of the tour (attach file)

PTO

Request by

Student Leader

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

OUT REACH (UG/PG)

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 Organization/NGOs you plan to visit
with full address
- 6 Activities planned
- 7 Contact person organization/NGOs in
the with phone number with e-mail id
- 8 Schedule of the visit (attach file)
- 9 Possibilities of linkages / MOU/
internships/ (attach file)
- 11 Budget of the program (attach file)

Request by

Student Leader

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

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: NameCI 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 fordate/ dates

.....hour(s).

Obediently yours,

Signature:

Date:

Recommended by:

Signature:

Name:

Date:



MARIAN COLLEGE
KUTTIKANAM

(AUTONOMOUS)

MAKING COMPLETE

Approval form for providing snacks and lunch for PTA Meeting

Department:

Batch:

Date of the meeting:

Venue:

Purpose of the meeting:

Total number of coffee and snacks required:

Total number of lunches required:

Signature, Faculty Advisor:

Signature, HOD:

Date:

Signature, PTA Secretary:

N.B. Duly filled form is to be submitted to the hostel office (Maryknoll) for availing the coffee and lunch. The menu is fixed for all PTA meetings in spite of the departments.