

# MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

## WALK AND TALK

### Application Form

- 1 Name of the class Number of students
- 2 Date on which the walk and talk is planned Day  
Departure time Arrival time
- 3 Names of the teachers accompanying
- 4 Outcomes expected
- 5 Destination
- 6 Activities planned
- 7 Purpose of visiting the place
- 8 Budget (attach the file if needed )
- 9 Arrangements made

Request by

Class leader

Signature

Date:

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 of the I.V. 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

Class leader

Signature

Date:

Contact number

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 of the tour (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

Class leader

Signature

Date:

Contact number

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

# **MARIAN COLLEGE KUTTIKANAM (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<br>(Attach detailed itinerary)       |                    |
| 7  | Expense per head &Total expense   |                    |
| 8  | Scholarships/ concession for students if any ( number of students &<br>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

Class leader

Signature

Date:

Contact number

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal





Request by

Class leader

Signature

Date:

Contact number

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 of the program   | 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

Class leader/ Student Coordinator

Signature

Date:

Contact number

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

# MARIAN COLLEGE KUTTIKANAM (AUTONOMOUS)

## ACTIVITIES OUTSIDE 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

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Request by

Student Leader/ Student coordinator

Signature

Date:

Contact number

Forwarded

Faculty Advisor

Recommended

HoD

Approved/ Rejected

Vice Principal/ Principal

**MARIAN COLLEGE KUTTIKANAM (AUTONOMOUS)**

**Students' activity leave form**

From: Name .....CI 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:



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 same menu is fixed for all PTA meetings irrespective of the departments.