

Format for seeking permission for attending Orientation / Refresher Course

1. Name of teacher :
2. Designation and Department :
3. Date of appointment to the post :
4. Scale of pay :
5. Whether confirmed in service
and date of confirmation :
6. Name, duration and venue of the
Course applied for :
7. Name, duration and venue of the
course last attended(if any) :
8. No. of faculty in the Department :
9. Whether the Deptt. would be enabled :
to execute classes during the teacher's
absence (to be filled by the HOD)
10. Approval / signature of head of deptt. :
11. Approval / signature of the Dean of :
School/ Principal, PUC
12. Approval/ signature of sanctioning :
authority/ Vice-Chancellor
13. Remarks, if any :