TKM INSTITUTE OF TECHNOLOGY
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FORM: TKMI/ACD/10

Application for Permission to Attend External Program

Personal Details

Name: Roll No :

Branch: Semester : Date:

Mobile :

Program Details

Program:

Venue Details:

Organizing Team:

Date of Prog.: Duration:

Expected Program Outcome:

Type: Academic ☐ Non Academic ☐

Remark, Verification & Approval

Prog. Coordinator (Clubs / NSS/IEDC)

Current Attendance %

SFA / FA:

Duty Leave

HOD:

Dean (Stu.Affr)

Yes / No

Dean (Acad) If duration > 2days

Principal If duration > 4days

Attach relevant documents - Invitation letter / brochure / emails etc. *