

Requisition for Permission to Conduct Special Classes on Holidays

[To be finally submitted to the Head, Department where the faculty (engaging the extra class) works]

From

The Class Representative (Indicate Name, Class & Mobile No.):

To

The Principal, GEC Idukki

Permission may kindly be granted to conduct special classes as per the details & schedule given below:

Course Name				Number of Students	
Date & Day	Time		Building & Room	Conveyance	
	Slot	Duration (Hrs)		Whether Needed	Bus Time at College for Arrival (A), Departure (D)
					A: , D:
					A: , D:
					A: , D:

Compelling reasons/justifications for the special class (as far as possible, special classes on holidays shall be avoided):

Date: / /

Signature of Class Representative

Consent and Remarks of the Faculty Engaging the Class:

Name of the Faculty & Department	Signature & Remarks:

Recommendations (on the necessity of special class):

Position	Name	Signature
Staff Advisor		
Head of the Dept where the students study		
Head of the Dept where the faculty works		

Principal

Acknowledgement from Sergeant:

Acknowledgement from Bus Secretary:

(To be filled in by the Class Representative & for submission to Bus Secretary)

Number of Students (with Valid Bus Pass) and Bus Time at Various Boarding Points (for Conveyance Arrangement):

Branch: CS/EC/EE/IT/ME	Semester: S1/S2/S3/S4/S5/S6/S7/S8/M1/M2/M3/M4								Class Strength:	
Dates	Number of Students at Boarding Points*								Bus Time at College for	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	Arrival	Departure

* Indicate the names of the Boarding Points (1), (2), (3), etc. overleaf.