GOVERNMENT POLYTECHNIC COLLEGE, ATTINGAL

(REQUISITION FORM FOR CONDUCTING EXTRA CLASSES (in triplicate)

To

THE PRINCIPAL

1	Course		:		
2	Branch		:		
3	Semester		:		
4	Subject		:		
5	Proposed	Date		- -	
		Time(from-to)		..am/pm	......am/pm
6	Hall No./Lab/Workshop				
7	Total Hours allowed for the subject/Lab/WS				
8	Total Hours Conducted		:		
9	Remaining Hours		:		
10	In the case of Lab/Workshop		:		
	Name and Designation of Supporting Staff		:		
11	Faculty	Name	:		
		Designation	:		
		Signature	:		
12	HOD	Name	:		
		Signature	:		

Note to : Watchman:

Permission granted : Take necessary arrangements to open the above mentioned hall for the given hours.

Signature of the Principal

Certified that the classes have been Conducted at hall No...........on..........from ....to................

Name and Signature of HOD

Note:- * This permission statement to be submitted along with the Compensation Leave application

Copy to:
1. Faculty concerned *
2. Establishment Section(E)