

## **REQUISITION FOR APPROVAL OF STUDY TOUR/INDUSTRIAL VISIT**

1	Name of person who requisitioned	
2	Department	
3	Purpose	
4	The place proposed to be visited	
5	Duration	
6	Date and time of start	
7	Date and time of return	
8	Course and Branch	
9	Semester	
10	Total students (List to be attached with Mob Number)	
11	No of Female students	
12	No of male students	
13	Name of Male staff accompanying.	
	1.	<b>Ph No</b>
	2.	<b>Ph No</b>
14	Name of female staff accompanying	
	1	<b>Ph No</b>
	2	<b>Ph No</b>
15	Vehicle Registration number	
16	Name of Driver with Mobile number	
17	Signature of person who	
18	Signature of the HOD	
19	Signature of the Principal	

### **Distribution:-**

1. HOD
2. PA to Principal
3. Admin office
4. Security Supervisor