

रामानुजन महाविद्यालय

नैक द्वारा मान्यता प्राप्त ग्रेड ए++(३.७१)

दिल्ली विश्वविद्यालय

सी आर पार्क, मुख्य सड़क, ब्लॉक एच,

कालकाजी, नई दिल्ली-११००१९, भारत

आई. एस. ओ. ९००१:२००८ प्रमाणित संगठन



RAMANUJAN COLLEGE

Accredited Grade 'A++(3.71)' by NAAC

University of Delhi

C.R. Park Main Road, Block H

Kalkaji, New Delhi- 110019, India

ISO 9001:2008 Certified Organisation

APPLICATION **FOR ACADEMIC LEAVE /DUTY LEAVE**

(Tick on Leave Type(✓))

Date _____

Name:Dr./Mr./Mrs./Ms:_____

Designation _____ Department _____

Duration: For/From _____ to _____ Day(s)_____

Dates (Prefix and Suffix): _____

Training: Programme/Seminar/Conference/Examination related work/Academic

Topic/Description _____

Organiser : _____

Venue: _____

Whether application was forwarded by the College Yes/No (✓ any one)

Photocopy of Invitation/Information of the Event/Programme attached

Note: Documentary evidence of the event to be attached at the time of joining

Signature of the Employee

**Sanctioned/Not Sanctioned
Principal**

**Forwarded
TIC of the Department**

(OFFICE USE ONLY)

Date: _____

Academic/Duty Leave to be considered: From _____ to _____

No. of Day(s): _____

Remarks: _____

Principal

A.O. (Admin)

S.O. (Admin)

Dealing Assistant