

## **INSTRUCTIONS TO AN APPLICANT**

Procedure for Permission for participation of Inter Collegiate Events/Competition/Seminar/ Workshop:

1. Student must read the college code of conduct [ <https://pgcl.ac.in/code-of-conduct/> ] before applying for participation of any event.
2. Fill in the Application form on page number 2.
3. Consult and obtain permission with the Faculty-in-charge and Principal.
4. Submit the hard copy of the Application form to college office between 10:00 am to 3:00 pm.
5. For any query, Contact college office phone number 8655143915.

From:

Mr./ Ms\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
Principal,  
SVKM's Pravin Gandhi College of Law,  
Mithibai College Campus, 8<sup>th</sup> floor,  
Bhaktivedant Swami Marg, Vile Parle (W), Mumbai-400056.

**Subject: Permission for Participation of Inter Collegiate Events / Competition etc.**

Respected Madam,

This is to inform you that, I am studying in \_\_\_\_\_ Year B.A./LL.B. Roll No.\_\_\_\_ Div. \_\_\_\_ SAP No.\_\_\_\_\_ in Academic Year \_\_\_\_\_.

I am seeking permission to participate in the following event:

Name of the Event	:
Organized by	:
Date(s) of event	:
Location	:

I am assuring that I will submit the event attendance form, event certificate and/or college trophy, if any, to the college office within three days after the event. I am informed of the code of conduct of the college.

Yours faithfully,

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(Signature of Applicant)

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**[For Office Use]**

Remarks:

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Approved by :- \_\_\_\_\_  
Faculty-in-charge

Approved by :- \_\_\_\_\_  
Principal