

FORMAT "A"

MAEER's MIT COLLEGE OF ENGINEERING, PUNE

Students information sheet for applying railway concession for educational tours

Concession Form No : [For office use] _____ Date: _____

Class : _____ Branch / Course: _____

Place of Departure : **Pune to** _____ Date of Journey: _____

Place of Arrival: _____ **to Pune** Date of Journey: _____

Concession Ratio: 18 (Students) + 2 (Faculty Members) = Total 20.

S.N.	Name of Student	Contact No	Gender	Date of Birth	Age
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
01					
02					

1.

2.

Sign. of Student Co-ordinator

Sign. of faculty members

Sign. of Head of Department

Enclose: 1) HOD/Principal/ED Approval Letter for Industry Visit.

2) Company permission Letter for visit.

3) Undertaking [As per given format] and ID card photocopy of each student.

Note: Concession certificate will be issued after two days from the submission of application.

FORMAT "B"

Date: _____

UNDERTAKING

I, Mr/Mrs. _____ the undersigned, father / mother of Master / Miss _____ studying in your college in *FE / SE / TE / BE of E & TC / Computer / IT / Mechanical / Civil / MBA* branch for the academic year _____ would like to state that, my son / daughter is going on educational tour to _____ [Place of Visit] from _____ to _____ [Period of Visit] with my consent.

I herewith confirm that, I have given him / her permission to take participation in the educational tour and I affirm that, I and my son / daughter are solemnly responsible for any loss, accident or any mishap occurred during the educational tour period. I also declare that the Institute is not responsible for that loss / mishap, as College has not done any compulsion to take part in the tour.

Sign. of Parent:

Full Name: _____

Contact No[s]: _____

Address: _____

Sign. of Student:

Name of Student: _____

Contact No[s]: _____

-----** IN CASE OF OUT OF PUNE STUDENT **-----

Sign. of Local Guardian:

Full Name of Local Guardian: _____

Address: _____

_____ Contact No[s]: _____

Submitted to:-

The Principal,
MAEER's MIT College of Engineering,
Svy. No. 124, MIT Engg. College Campus,
Ex - Serviceman Colony, Paud Road,
Kothrud, Pune - 411 038 (MS).

FORMAT "C"

Date: _____

I am student co-ordinator herewith undertake that, I verified all the information documents and undertakings given by parents and my team. All the information is correct to the best of my knowledge. If any information is wrong, I will liable to punishment given by college.

Sign & Name of student co-ordinator

We Tour In-Charge and HOD verified all above mentioned documents and it's found correct henceforth recommended educational tour.

Verified by

Recommended by

Faculty Tour In-charge

Head of Department

Forwarded by

Approved by

Dy. Registrar

Principal

Important Note:

All the above mentioned documents must be submitted at the time of submission of application for educational tour [railway concession]. Application will not be considered if any above mentioned documents are not submitted by student co-ordinator or tour In-charge.

***** INSTRUCTION FOR GETTING RAILWAY CONCESSION *****

Following documents must be submitted for getting railway concession form for educational tour: -

1. Students who are be applying for railway concessions for educational tour have to **submit the application minimum before one month from the date of journey.**
2. Students should be present the **company permission letter for visit mentioned with visit dates on company letter head duly signed and stamped by company** authority.
3. On the company **letter head following information is necessary :-**
 - a. Name of Contact Person[s].
 - b. Mobile number[s] of contact person[s]
 - c. Email -Id[s].
 - d. Land Line number[s] and Fax number[s].
4. Undertaking in attached format **must be submitted by each and every student with parent's permission & signature along with their contact numbers.**