

## **Bonafide Application**

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

Place: Chennai.

**From,**

S.NO.	VH NO.	NAME(IN CAPITAL, AS PER 10 <sup>TH</sup> MARKSHEET)	QUOTA SWC/MQ	FATHER NAME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Year/ Sem/ Batch/ Class : I / I / 2023-27/ \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Requisition for Bonafide Certificate for \_\_\_\_\_ Reg.**

I/We are in need of bonafide certificate for \_\_\_\_\_

**Purpose.** Kindly issue me/us the same **with/without tuition/hostel/transport fee** structure.  
Kindly do the needful at the earliest.

Thanking You,

Your Obediently,

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.

## Fee Receipt Application

Date: \_\_\_\_\_,  
Place: Chennai.

**From,**

S. No.	VH NO.	NAME(IN CAPITAL, AS PER 10 <sup>TH</sup> MARKSHEET)	QUOTA SWC/MQ	FATHER NAME
1.				

Year/ Sem/ Batch/ Class: I / I / 2023-27/ \_\_\_\_\_  
Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,  
Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Requisition for Fee Receipt(s) Reg.**

As I am in need of the Fee Receipt(s) for \_\_\_\_\_ Purpose.  
Kindly issue me the same at the earliest.

Thanking You,

**Attachments(s):**

S. No.	Amount	Mode: UPI/Account Transfer/ DD	Transaction ID/ UTR No./ DD No.	Date of Transaction
1				
2				
3				
4				
5				

Your Obediently,

1.

## **On Duty Application**

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

Place: Chennai.

**From,**

S.NO.	VH NO.	NAME(IN CAPITAL, AS PER 10 <sup>TH</sup> MARKSHEET)	QUOTA SWC/MQ	FATHER NAME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Year/ Sem/ Batch/ Class : I / I / 2023-27/ \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Requisition for On Duty Reg.**

As Iam/We are interested/Registered for the program on \_\_\_\_\_ at  
\_\_\_\_\_ **from** \_\_\_\_\_ **to** \_\_\_\_\_.

In this regard I/we request you to Kindly issue me/us the On Duty. Kindly do the needful at the earliest.

Thanking You,

Your Obediently,

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## LEAVE APPLICATION

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

Place: Chennai.

**From,**

Name (in CAPITAL, as per the 10<sup>TH</sup> MARK SHEET): \_\_\_\_\_

Vh.No./Reg. No.: \_\_\_\_\_

Year/ Sem/ Batch/ Class: I / I / 2023-27/ \_\_\_\_\_ ARREAR \_\_\_\_\_ CGPA: \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Requisition for Leave Reg.**

As I am going to \_\_\_\_\_ for  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

I request you to Kindly issue me the leave. Kindly do the needful.

% ATTENDANCE: \_\_\_\_\_ (PERIOD: \_\_\_\_\_)

.

Thanking You,

Your Obediently,

Parent Name:

Relation: Father/Mother

(Parent Signature)

Parent Mobile No.:

(Student Signature)

## **APOLOGY LETTER APPLICATION**

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

Place: Chennai.

**From,**

Name (in CAPITAL, as per the 10<sup>TH</sup> MARK SHEET): \_\_\_\_\_

Vh.No./Reg. No.: \_\_\_\_\_

Year/ Sem/ Batch/ Class: I / I / 2023-27/ \_\_\_\_\_ ARREAR \_\_\_\_\_ CGPA: \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Apology letter Reg.**

As I have done \_\_\_\_\_ in the \_\_\_\_\_

\_\_\_\_\_ I sincerely apologize for the mistake happened and i abide to the action taken against me for the same.and i assure you that i will not repeat my mistake again. Please accept my request and excuse me one last time.

% ATTENDANCE: \_\_\_\_\_ (PERIOD: \_\_\_\_\_)

.

Thanking You,

Your Obediently,

Parent Name:

Relation: Father/Mother

(Parent Signature)

Parent Mobile No.:

(Student Signature)

## HOSTEL OUT/IN PASS APPLICATION

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

Place: Chennai.

**From,**

Name (in CAPITAL, as per the 10<sup>TH</sup> MARK SHEET):

Vh.No./Reg. No.:

Year/ Sem/ Batch/ Class: I / I / 2023-27/ \_\_\_\_\_ ARREAR \_\_\_\_\_ CGPA: \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Requisition for Hostel Out Pass Reg.**

I would like to go home / relatives house / outing due to \_\_\_\_\_

In this regard, I request you to give permission for the same. Kindly do the needful at the earliest.

Thanking You,

Parent's Name : \_\_\_\_\_ Contact No. \_\_\_\_\_

Place of Visit : \_\_\_\_\_

Out Time : Date: \_\_\_\_\_ Time: \_\_\_\_\_

In Time : Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Confirmed with Parent: Yes**

Your Obediently,

**Class advisor**

**Hod / Dean**

(Student Signature)

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**IN PASS**

**Name/Vhno. /Year/Sem/Class:**

Permitted			Actual (office use)	
Out Time	Date:	Time:	Out Time	
In Time	Date:	Time:	In Time	

**Hod / Dean**

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**OUT PASS (OFFICE COPY)**

**Name/Vhno. /Year/Sem/Class:**

Permitted			Actual (office use)	
Out Time	Date:	Time:	Out Time	
In Time	Date:	Time:	In Time	

(Student Signature)

**ID CARD LOST / NEW ID CARD APPLICATION**

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

Place: Chennai.

**From,**

Name (in CAPITAL, as per the 10<sup>TH</sup> MARK SHEET): \_\_\_\_\_

Vh.No./Reg. No.: \_\_\_\_\_

Year/ Sem/ Batch/ Class: \_\_\_\_\_ ARREAR \_\_\_\_\_ CGPA: \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Requisition for New Id card Reg.**

As I have lost my id card in \_\_\_\_\_, I would like to apply for a new id card. In this regard, I request you to give approval for the same. I assure you that I will safeguard the id card hereafter. Kindly do the needful at the earliest.

Thanking You,

Your Obediently,

(Student Signature)

**HoD**

**PRINCIPAL**

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**NEW ID CARD APPLICATION (STUDENT'S COPY)**      **DATE:**

Name (in CAPITAL, as per the 10<sup>TH</sup> MARK SHEET): \_\_\_\_\_

Vh.No./Reg. No.: \_\_\_\_\_

Year/ Sem/ Batch/ Class: \_\_\_\_\_ ARREAR \_\_\_\_\_ CGPA: \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**Note: This slip is valid 1 month from the applied date.**

## ATTENDANCE SHORTAGE UNDERTAKING APPLICATION

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

Place: Chennai.

**From,**

Name (in CAPITAL, as per the 10<sup>TH</sup> MARK SHEET): \_\_\_\_\_

Vh.No./Reg. No.: \_\_\_\_\_

Year/ Sem/ Batch/ Class: I /I /2023-27/ \_\_\_\_\_ ARREAR \_\_\_\_\_ CGPA: \_\_\_\_\_

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

**To,**

The Principal,

Vel Tech High Tech Dr. Rangarajan Dr. Sakunthala Engineering College.

Sir,

**Sub: Undertaking for having less than 75% attendance Reg.**

I aware that a minimum of **75% attendance** is required to write end sem examinations. My cumulative attendance for the **Period** \_\_\_\_\_, **from** \_\_\_\_\_ **to** \_\_\_\_\_ **is** \_\_\_\_\_%. In this regard, I assure you that, hereafter I would come to college regularly and I also undertake that, in case of failing which and, get Sem drop as a consequence of shortage of attendance, I will take the whole responsibility. Hence I request you to accept my request and allow me to attend the classes. Kindly do the needful at the earliest.

Thanking You,

Parent Name:

Your Obediently,

Relation: Father/Mother

**(Parent Signature)**

**(Student Signature)**

Parent Mobile No.: