Duty Leave Application

To
The Academic Coordinator
Chandigarh University

Date :05/03/2025

Subject: Application for Duty Leave for Participation in karf technology hackathon

On Date: - **06/03/2025**

Respected Sir/Mam,

I am Saurav Dutta, a student with UID: 24BCS10029 of Section 507(A) in the CSE Department, writing to request for a duty leave to participate in the Karf technology hackathon.

"EVENT Details"

The event is a university-level project expo titled karf technology 2025. This platform provides an opportunity for students to showcase their projects, emphasizing aesthetics, quality, innovation, and presentation skills.

I kindly request you to grant me Duty Leave for the above-mentioned date so that I can participate in the event without any academic penalties. I assure you my presence in the event and submit the proof to my mentor for the same.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,
SAURAV DUTTA
UID: 24BCS10029
Section: 507-(A)

Prof Siddhu
04835   Request for duty
leave approval
5/3
Mentor Remarks & Signature

Academic Coordinator
Signature

Head of Department
Academic CSE
UIE, Chandigarh University

KRAF TECHNOLOGIES

KRAF THINK 2025
HACKATHON

PRIZE POOL WORTH
INTERNSHIP
OPPORTUNITIES

AIT Triads <aittriads@gmail.com>

to Ujjwal, 22BAI70606, 22BAI70612, 22BAI70671, puru, Ketan, Anirban, Subhanshu, karan0joshi25, kashyap.aditya83760, Aparna, manvi8620, Divya, Parth, Jatin, m.devasis.singh, Egselfish123, 23bai70474 ▾

17:36 (6 hours ago)

Dear Participant,

Congratulations on making it to the **Grand Finale** of **Kraf-Think 2025!** We are excited to welcome you to this final stage, where innovation and creativity will take center stage.

Event Details:
📅 **Date:** 6th March 2025
⏰ **Time:** 9:00 AM to 4:30 PM
📍 **Venue:** D7 Seminar Hall, Chandigarh University

All participants are requested to **maintain proper decorum** in the seminar hall throughout the event. Please find attached the **Rules and Regulations**, which must be strictly adhered to.

Additionally, you may use this **email confirmation as proof of your Duty Leave** for the day.

We look forward to witnessing your innovative ideas and exceptional skills in action. Let's make the **Grand Finale** a memorable and successful event!