Dated:

To

The Chairperson

Department of …………………………………………………………..

Campus: RR / EC / HN

PES University

Dear Sir / Madam,

**Subject:** Student Declaration Forms with regard to participation in activities.

With regard to the above-mentioned subject, please find the student declaration forms for the event / activity, mentioned here under,

|  |  |
| --- | --- |
| Name of the Club/Activity: |  |
| Name and Details/Description of the Event: |  |
| Event Dates: |  |

Please find the following attached with this letter: -

1. List of Students participating in the event
2. Declaration forms of the participating students

It is requested that the forms are verified and signed by the Faculty Mentor for the concerned students and by your kind self and returned to the office of the Dean, Student Affairs, as soon as possible.

Yours sincerely,

|  |  |  |
| --- | --- | --- |
| ………………………………………  Signature of the Student Head | ………………………………………  Signature of the Faculty Coordinator of the Club / Activity | ……………………………………  Dean, Student Affairs (RRC) /  Staff Coordinator for Student Activities (EC & HN Campuses) |
| ……………………………………..  Name of the Student Head | ………………………………………  Name of the Faculty Coordinator of the Club / Activity |  |
| ………………………………………..  SRN | ………………………………………  Designation of the Faculty Coordinator of the Club / Activity |