

ACAD FORM - 04

JOINING REPORT AFTER AVAILING SPECIAL CASUAL LEAVE

(After attending the conference/workshop)

Tirupati

Date:

From

To

The Dean

SVIMS

Tirupati.

//through proper channel//

Sir,

Sub: SVIMS, Tirupati – Reporting after availing of special casual leave – Req.– Reg.

Ref: Proceeding of the O/o Academic Section, Roc. No.....,
Dt.....

☪☪::☪☪

I studying course
..... batch attended the conference/workshop organised by
.....
from..... to..... held at

As per the proceedings, I availed special casual leave from to
and reported for joining on

My paper/poster presentation was accepted by the organising authorities. The copy
of the attendance/paper/poster/oral presentation certificate is hereby enclosed for further
action.

Yours sincerely

Signature

//forwarded by//

Signature of HoD with Seal

Instructions:

1. Enclose conference attendance/paper/poster presentation certificate within one week from the date of completion of the event.
2. A brief report shall be entered in his/ her of log book.