



ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN  
(Affiliated to the University of Mumbai)  
24<sup>th</sup> Road, Bandra (W), Mumbai 400 050 Tel: 022- 26425709  
E-mail: [spiceugcc@stpaulsice.com/](mailto:spiceugcc@stpaulsice.com/) Web: [mum.stpaulscollege.edu.in](http://mum.stpaulscollege.edu.in)

**APPLICATION FORM TO ATTEND**  
**FESTS/CONFERENCES/EVENTS IN ANOTHER COLLEGE**

Appl. No. -----

Date: -----

To,  
The Principal  
St Pauls Institute of Communication Education for Women  
Bandra (West)  
Mumbai: 400 050.

**Sub: Request you to grant permission to attend Fest/Conference/Event**

Respected Sir/Madam,

I, Miss/Mr....., student of your college would request you to grant us permission to attend the college fest/conference/event.

College Name:.....

Name of the event:.....

Date: .....

CL (Student in charge).....

Faculty In charge.....

Number of Students.....  
(The list of students need to be attached along with this form along with event flyer)

Student Signature .....

Faculty In charge Signature .....

Course Coordinator Signature .....

Principal Signature.....



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**After the Event/Fest/Conference conducted (FOR THE ATTENDENCE)**

- A) Submit any proof of attending the event (Attendance/certificate)
- B) Attach the list of persons participated in the programme
- C) A brief report of the event
- d) Photos of the event

Student Signature.....

Faculty In charge Signature .....

Course Coordinator Signature .....

Academic Admin Signature.....

Principal Signature.....