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COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Cochin University P.O.,
Kochi - 22.

No. Ac.A2/12016/2011

Date: 07.08.2012

C I R C U L A R

Sub: Attendance for students participating in arts, cultural and sports activities - Reg.

The Heads/Directors/Principals of the various Departments/Schools are hereby informed the following:

- (i) Students participating in arts, cultural and sports activities have to obtain prior permission from the concerned Heads of Departments/Directors/Principals. . . The students have to submit requests to the Heads concerned and the Heads have to forward the same to the Assistant Director, Department of Physical Education; Director, Students Welfare and Hon. Treasurer, Cochin University Union as the case may be.
- (ii) After the event, attendance certificates are to be issued to the participants by the Assistant Director, Department of Physical Education; Director, Students Welfare and Hon. Treasurer, Cochin University Union within one week. Certificates produced after one week will not be entertained for reckoning attendance.


REGISTRAR

To

1. The Heads/Directors/Principals of all Departments/
Schools of CUSAT
2. The Hon. Treasurer, Cochin University Union/Assistant Director,
Department of Physical Education/Director, Department of Youth
Welfare, CUSAT, Kochi-22.
3. The Hon. Warden, Central Office for University Hostels
4. The Controller of Examinations/Finance Officer/
Joint Director, Local Fund Audit
5. The Joint Registrars (Exams/SOE)
6. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar
7. Day file/Stock file/File copy