

To

The Principal
Jiri College
Kadamtala, Jiribam, Manipur – 795116

Subject: Application for No Objection Certificate (NOC) for Academic Participation.

Madam,

With due respect, I would like to request the issuance of a No Objection Certificate (NOC) for participating in the (Seminar/Workshop/Conference/Refresher Course/Orientation Programme/Faculty Development Programme/Training Programme) scheduled to be held from _____ to _____ (Dates) at _____ (Name of Organising Institution/University).

The programme is academically significant and will contribute to my professional growth, research exposure, and subject knowledge enhancement. As I am currently serving as _____ (Designation) in the Department of _____, I will ensure that the necessary academic and administrative arrangements are made during my absence.

Therefore, I kindly request you to grant me leave for the mentioned duration and issue the necessary No Objection Certificate.

Thanking you for your kind consideration.

Date:

Place: Jiri College, Jiribam.

Yours faithfully,

Recommended by:

Lecturer / Asst. Prof.
Department of _____
Jiri College

Head
Department of _____
Jiri College

Counter signed by:

Principal,
Jiri College