



BAKLIWAL FOUNDATION

College of Arts, Commerce & Science, Vashi

[Approved by AICTE, DTE, GoM & Affiliated to KKS University]

An ISO 9001:2015 Certified Institution

Notice

[No.30]

Subject: Mandatory Permission and Parent Consent for Off-Campus Activities

All students are hereby notified that the college has established a formal authorization process for students participating in activities outside the college premises. To ensure student safety, accountability, and official representation, the following protocol is effective immediately.

Whether attending an external college fest, seminar, or any program as a participant or a volunteer, students must complete the following approval cycle:

College of Arts, Commerce & Science **Step-by-Step Approval Process:**

1] Parental Consent: Students must first procure a signed Consent Letter from their parents/guardians explicitly authorizing their participation.

2] Internal Recommendation: Present the parent consent letter to the Training & Placement (T&P) Officer, respective Committee Head, or Faculty Head for their written recommendation.



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3] Final Authorization: The request, along with the internal recommendation, must be submitted to the Principal's Office for final approval.

Important Guidelines:

1] Participation in any off-campus activity without a finalized approval letter is strictly prohibited and will be treated as an unauthorized absence.

2] This procedure is a mandatory safety measure designed to keep the institution and your guardians informed of your whereabouts.

3] Students are advised to carry a copy of the final approved permission letter while attending the external event.

4] Failure to comply with this notice may lead to disciplinary action. For any clarifications, please contact your respective Departmental Heads.

Date: January 23rd, 2026




Principal
BAKLIWAL FOUNDATION
College of Arts, Commerce & Science
Vashi, Navi Mumbai
www.bakliwalfoundation.in

CC To: 1] For Circulation among all Staff & Students
2] For Display on Notice Boards & Website
3] Account Office [For Information & Record]



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4] Office File

DoD: 23/01/2026

DoR: 31/01/2026



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