

**Students - On Duty Form - 1 (Department Copy)**

Student Name:		Date:	
Register No:		Year / Department	
Hostel / Day scholar		Total no. of OD already availed in this Semester:	
If Hostel, Block / Room No:			
Date of OD:		OUT Time:	
Date of return:		IN Time:	
No. of Days of On Duty requested now: (Attach Relevant Proof or any other proof if it is more than 1 day)			
Details / Reason For OD			
Declaration by Student: <i>I hereby assure that, I will submit Event certificate Softcopy & hardcopy (color(1) + black & white copy(2)) to the concerned D-School Coordinators & I will return to the hostel on the date and time mentioned by me</i>		Signature of the Student	
Declaration by Class Coordinator(CC) after communicated to parents:		Name of the CC	Signature of CC
Signature of the HoD		Signature of the Head D-School Plus	

(Photo of this letter copy should be sent to AC and Student affairs)

**Students - On Duty Form - 2 (Warden Copy)**

Student Name:		Date:	
Register No:		Year / Department	
Hostel / Day scholar		Total no. of OD already availed in this Semester:	
If Hostel, Block / Room No:			
Date of OD:		OUT Time:	
Date of return:		IN Time:	
No. of Days of On Duty requested now: (Attach Relevant Proof or any other proof if it is more than 1 day)			
Details / Reason For OD			
Declaration by Student: <i>I hereby assure that, I will submit Event certificate Softcopy & hardcopy (color(1) + black & white copy(2)) to the concerned D-School Coordinators & I will return to the hostel on the date and time mentioned by me</i>		Signature of the Student	
Declaration by Class Coordinator(CC) after communicated to parents:		Name of the CC	Signature of CC
Signature of the HoD		Signature of the Head D-School Plus	