

IIITDM KANCHEEPURAM (ACADEMIC SECTION)

APPLICATION FOR ON DUTY

(SPECIAL LEAVE TO ATTEND THE TECHNICAL/SPORTS/CULTURAL EVENT)

1. Roll No and Name of the Student :
2. Event Type : Technical / Sports / Cultural Event
3. Name of the Event :
4. Name of the Institution organizing the Event and Venue: :
5. Duration of the Programme :
6. Participation Type : Team Individual
(attach the proof / invitation from the organizers)
7. Permission required for the period : From _____ to _____
No. of Working days: _____
8. Details of events permitted during the current semester, if any :

I fully understand the following terms and conditions for the consideration of my application.

1. Participation in technical, sports and cultural event one each will be permitted per semester for the consideration for special leave.
2. The total duration of participation for all the events including travel should not exceed three working days.
3. All the related expenditure is to be met by the student(s) concerned.
4. The application must be submitted five working days prior to the event for administrative purpose.
5. The approval is subject to the conditions that no special classes will be conducted for the missed-out classes and students have to take their own responsibility/arrangement for those classes.
6. The students have to proceed for the programme only after the approval was granted.

Signature of the Student

Recommendation of Faculty Advisor / HoD

Approved / Not Approved

Competent Authority