

DHAANISH DHAANISH AHMED COLLEGE OF ENGINEERING

Chennai - 601301.TamilNadu, India Approved by AICTE | Approved by UGC | Affiliated to Anna University | NAAC A+ Grade 4 Star National Rating (Ministry of Education) | ISO Certified

Students - On Duty Form - 1 (Department Copy)

| Student Name: | | | Date: | | |
|---|--------------|-------------------------------------|------------------------------------|-----------------|--|
| Register No: | | | Year / Department | | |
| Hostel / Day scholar | | | Total no. of OD already availed in | | |
| If Hostel, Block / Room No: | | | this Semester: | | |
| 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 OI |) | | | | |
| Declaration by Student: | | | Signature of the Student | | |
| I hereby assure that, I | I will submi | t 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 | | | | | |
| Declaration by Class Coordinator(CC) after communicated to | | | Name of the CC | Signature of CC | |
| parents: | | | | | |
| | | | | | |
| | | | | | |
| Signature of the HoD | | Signature of the Head D-School Plus | | | |
| | | | | | |

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

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| DACE | CHENNAI | |
| Cultivating Technology | AUTONOMOUS NAAC A | + |
| ANNA UNIV | ERSITY AICTE Approved | |

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Students - On Duty Form - 2 (Warden Copy)

| Student Name: | | Date: | | | |
|--------------------------------|---|-----------------------------|-----------------|--|--|
| Register No: | | Year / Department | | | |
| Hostel / Day scholar | | Total no. of OD | | | |
| TÉ IIA -1 | | already availed in | | | |
| If Hostel, | | this Semester: | | | |
| Block / Room No: | | | | | |
| Date of OD: | | OUT Time: | | | |
| Date of return: | | IN Time: | | | |
| No. of Days o | f On Duty requested now: | | <u> </u> | | |
| (Attach Relevant Proof o | r any other proof if it is more than 1 day) | | | | |
| Details / Reason For OD | | | | | |
| Declaration by Student: | | Signature of the Student | | | |
| I hereby assure that, I will s | submit Event certificate Softcopy & | C | - G | | |
| | & white copy(2)) to the concerned | | | | |
| | I return to the hostel on the date and | | | | |
| time mentioned by me | i return to the nostet on the dute and | | | | |
| · | tor(CC) after communicated to | Name of the CC | Signature of CC | | |
| _ | tor(CC) after communicated to | Name of the CC | Signature of CC | | |
| parents: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Signature of the HoD | Signature | e of the Head D-School Plus | | | |