



**ACADEMIC OFFICE**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

**On Duty (OD) Requests / Individual / For attending workshops,  
short-term training programmes, data collection activities, field studies**

<b>Name of the Student</b>	:	
<b>Programme</b>	:	M. Tech. / M. Arch. / M.Sc. / MCA / MBA / MA
<b>Roll Number</b>	:	
<b>Department</b>	:	
<b>Specialization</b>	:	
<b>Semester</b>	:	
<b>Session and Year</b>	:	July / January
<b>Category of visits</b>	:	Workshops
	:	Short-term training programmes
	:	Data collection activities
	:	Field studies
<b>Place of visit</b>	:	
<b>Duration</b>	:	From_____ To_____

**Note: [M.8.2 (iv)]** PG students may be granted On Duty status (up to a maximum of 15 days per session) for attending conferences, workshops, short-term training programmes, data collection activities, field studies, and similar academic engagements.

**Date:**

**Signature of the Student**

**Signature of the Coordinator / Guide**

**For Office use (Approval)**

Recommended / Not Recommended

Recommended / Not Recommended

**Chairperson (Class Committee)**

**Head of the Department**