



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

**On Duty (OD) Requests / Individual / Participated in off-campus
institute-level sports activities / Participated in technical events**

Name of the Student	:	
Roll No.	:	
Programme	:	B. Tech. / B. Arch. / B. Sc. B. Ed. / M. Tech. / M. Arch. / M.Sc. / MCA / MBA / MA
Department	:	
Specialization (for PG)	:	
Batch	:	
Semester	:	
Section	:	
Session	:	July / January _____

Sir / Madam,

Kindly allow me to avail on-duty leave from _____ to _____
for _____ days as: (i) I have participated in technical events like IEEE, ASCE, or
ASME conferences, or similar activities held at _____ for
paper / poster presentation / technical events (The proof of acceptance of paper / poster
attached).

(or)

Kindly allow me to avail on-duty leave from _____ to _____
for _____ days as: (i) I have participated in off-campus institute-level sports activities
held at _____ (The proof of events / participation certificates
attached).

Date:

Signature of the Student

Kindly attach the following documents:

- Official letter from either the Students Activity and Sports (SAS) officer or the Associate Dean (Students Welfare) for engagement in off-campus institute-level sports activities.
- Requisite documentation endorsed by the Chairperson (Class Committee) and the Head of the Department for the participation in technical events like IEEE, ASCE, or ASME conferences, or similar activities.

Students Activity and Sports (SAS) officer

Associate Dean (Students Welfare)

(OR)

Signature of the Faculty

For Office use (Approval)

Chairperson (Class Committee)

Head of the Department