

You Choose, We Do it



St. JOSEPH'S COLLEGE OF ENGINEERING

ISO 9001 : 2008 Certified Institution

JEPPIAAR NAGAR, OLD MAMALLAPURAM ROAD,
CHENNAI - 600 119.



2010 - 11

ON DUTY FORM

Specimen copy (take Xerox)

Date of On Duty: _____

(or)

Dates of On Duty required From : _____ To _____

(in No.)

(in words)

(in No.)

(in words)

Total No. of Students :

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Total No. of Days :

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Name of the Competition : _____

Place of the Competition : _____

Name of the Exam (for ABHS only): _____

S.No.	Name of the Student	Yr & Branch	S.No.	Name of the Student	Yr & Branch
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

RECOMMENDED BY :

Dept. HOD Sign : Name :	ABHS In-Charge Sign : Name :
Game In-Charge Sign : Name :	Cultural In-Charge Sign : Name :
Director of Physical Education:	Sports Coordinator:

Director Office Seal:

DIRECTOR

Note:

1. Competition Pamphlet/ Proof of Exam. / Letter from the Colleges / Sports Club should be enclosed.
2. This form should be submitted at least one day in advance at the Director's Office.
3. One copy of this should be handed over by the Student(s) to his/ her/ their HOD & YEAR In-charge, after the approval by the **DIRECTOR**.