



*You Choose, We Do It*  
**St. JOSEPH'S COLLEGE OF ENGINEERING**  
 (An Autonomous Institution)  
*We Make You Shine*  
**St. JOSEPH'S INSTITUTE OF TECHNOLOGY**  
**St. Joseph's Group of Institutions**  
**Jeppiaar Educational Trust**  
 OMR, Chennai - 119



**ON DUTY FORM**

**2023 - 2024**

Date of on Duty: \_\_\_\_\_

(or)

Dates of On Duty required

From: \_\_\_\_\_

To: \_\_\_\_\_

(in No) (in Words)

(in No) (in Words)

Total No. of Students

Total No. of Days

Name of the Competition: \_\_\_\_\_

Place of the Competition: \_\_\_\_\_

Name of the Exam (for ABHS only): \_\_\_\_\_

Reg.No.: \_\_\_\_\_

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

**RECOMMENDED BY :**

Dept. Attendance In-Charge Name: _____ Sign: _____	Dept. HOD Name: _____ Sign: _____
ABHS In-Charge Name: _____ Sign: _____	Cultural In-Charge Name: _____ Sign: _____
Placement and Training In-Charge Name: _____ Sign: _____	Others: Name: _____ Sign: _____

**CHAIRMAN**

- Note:
1. Competition Pamphlet / Proof Exam / Letter from the Colleges / Sports Club should be enclosed
  2. This form should be submitted at least one day in advance at the **Chairman** Office.
  3. One copy of this should be handed over by the Student(s) to his / her Dept. Attendance In - Charge and the original on duty form to Year In - Charge after the approval by the **Chairman**

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