



**COLLEGE OF ENGINEERING GUINDY**  
Chennai-600025

**ON DUTY APPROVAL FORM**

1. Name: John Doe
2. Register Number: 100001
3. Department: Computer Science Enginnering
4. Year: 4th
5. Event Type: conference
6. Event Name: national sports
7. Reason: e
8. No. of OD Days required: 7 day(s) from 17/7/2025 to 23/7/2025
9. Authority Sanctioning the OD: fac (Class Advisor) and hod (HOD)
10. Date of Sanction: 23/7/2025
11. No. of OD Full days/Half Days Availed: Full Day

<b>STUDENT</b>	<b>CLASS ADVISOR</b>	<b>HOD</b>	<b>DEAN APPROVAL</b>
Name: John Doe	Name: fac	Name: hod	
	Date: 23/7/2025	Date: 23/7/2025	
	<b>DIGITALLY SIGNED</b>	<b>DIGITALLY SIGNED</b>	