



COLLEGE OF ENGINEERING GUINDY  
Chennai-600025

## ON DUTY APPROVAL FORM

1. Name: John Doe  
2. Register Number: 100001  
3. Department: Computer Science Engineering  
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 Full Day  
Availed:

### STUDENT

Name: John Doe

### CLASS ADVISOR

Name: fac

Date: 23/7/2025

**DIGITALLY SIGNED**

### HOD

Name: hod

Date: 23/7/2025

**DIGITALLY SIGNED**

### DEAN APPROVAL