

Form E7-B

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF EXAMINATIONS

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PROFORMA FOR ON-DUTY REQUEST (To participate in the Placement Activity)

Name of the student:	
Roll No.:	
Event which is supported	Hospitality/Interview/Visited Expo/Companies/ Any others
If others, please specify the activity	
If involved for hospitality/interview, mention Company name	
If involved in expo/company visit or any other activity, mention name, location and other relevant details	
No. of Days of leave days (From to)
Details of the events attended earlier during the current semester, if any	

Signature with date

Verified by placement officer/staff:

Recommendations of PIC placement:

For Office Use

Received on:

Recommended/Not recommended

Approved / Not approved

PIC (Exam.)

Dean (Academic Affairs)

In accordance with Institute Senate Resolution No. 2017-36-Senate-05,

- A student needs to have 85% attendance in a course to be eligible for writing End Semester Examination.
- The student may avail an additional 10%(Maximum) leaves approved by the competent authority on the grounds of hospitalization, medical rest and Family calamity and on duty
- Hence a student must have a minimum of **75% attendance** for a course otherwise student will not be permitted to write the end semester examination of that course and awarded W grade.