

Form E7

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF EXAMINATIONS

Ph.: 044 2747 6330

Email: exam@iiitdm.ac.in

PROFORMA FOR ON-DUTY REQUEST

(To participate in the Technical/Sports/Cultural events/NCC Camp/Institute Activity)

Name of the student :

Roll No. :

Nature of the event : Technical/Sports/Cultural event/NCC camp/Institute Activity

Name of the Institution
organizing the event and venue :

No. of Days of leave :days (From to)

Details of the events attended
earlier during the current semester, if any:

Signature with date

Recommendation of Faculty-in-charge (PIC (Sports)/PIC(Cultural)/PIC(Club)/NCC Officer)

Recommendation of Faculty Advisor

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.