

Pondicherry Engineering College, Puducherry

REF: PEC/

Date:

Consolidated On Duty Leave Details of the Students

<i>Department</i>		<i>Programme</i> (tick) B.Tech./M.Tech./M.C.A./M.Sc./M.Phil			
<i>Branch/Specialization</i>		<i>Class/Section</i>			
<i>Sl. No.</i>	<i>Enrollment Number</i>	<i>Name</i>	<i>On Duty Leave Details</i>		
			<i>From</i>	<i>To</i>	<i>No. of Days</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

The students listed above were officially permitted to attend various academic / extracurricular activities and their absence to the classes during the dates mentioned shall be treated as on duty and the attendance benefit be given to them.

Date: _____ **Signature of the HoD** _____

Note: At the end of each semester, the 'Consolidated On Duty Leave Details' for each class shall be prepared and circulated to the all the faculty members for the purpose of giving attendance benefit to the students and the same may be filed in the 'Students Attendance File'.