

**Amrita School of Engineering**  
Kasavanahalli, Carmelaram Post, Bangalore - 560 035

**STUDENTS' "ON DUTY LEAVE" REQUEST FORM**

<b>Name of the Student :</b>  <b>Regn. No. :</b>  <b>Sem. / Branch / Sec.:</b>  <b>CGPA :</b>	<b><u>Details of 'OD' leave</u></b> <b>Purpose for which 'ODL' required :</b> ..... ..... <b>No. of days 'ODL' required :</b> ..... <b>Dates on which 'ODL' required :</b> ..... <b>No. of days of 'ODL' availed during the sem. :</b> ..... <b>Purpose for which it was availed :</b> ..... .....	
<b>Signature of the concerned Head</b> (Cultural / Technical / Phy. Edu.)	<b>Recommended / Not Recommended</b>  <b>Signature of Department Chair</b>	<b>Sanctioned / Not Sanctioned</b>  <b>Signature of Associate Dean</b>
<b>* After taking approval from Associate Dean, student should submit this form to the Class Advisor before proceeding on 'On Duty Leave'.</b>		