

# COLLEGE OF ENGINEERING POONJAR, THEKKEKKARA, KOTTAYAM

## DUTY LEAVE REGISTER FOR INDIVIDUAL STUDENTS (Extra/Cocarricular activities)

<b>Name of the Student:</b>				<b>Class &amp; Semester:</b>		<b>Roll No.:</b>	
SI No.	Date	Time of duty		Description of the duty	Initials of the Class Tutor	Initials of the Staff in Charge	Remarks/Sanctions by HoD
		From	To				

Note: Class tutors may file and keep this register with them. On requirements, students may collect it from tutor, fillup, get it signed by the tutor and the concerned staff in cahрге of the event, and submit back to the tutor, before proceeding for the duty