



STUDENT OTHER-DUTY (OD) APPLICATION FORM
(For Participation in Extracurricular Activities)

Name of Student		
Register Number		
Semester & Programme		
Department		
Email Id & Contact number		

Type of Activity	Sports/ Cultural/ Technical/ Social/ NCC/ NSS/Others (specify)
Organizing Institute	
Date(s)	
Total number of OD days	
Nature of participation	Participant/Team member/Organizer/Volunteer

Undertaking by Student

I hereby declare that the information provided above is true and correct. I agree to abide by the rules and regulations of the Organization and the University, and to follow the instructions of the faculty coordinator and the department. I will maintain proper discipline and conduct during the event. I understand that I will be personally responsible for any misconduct, indiscipline, or property damage caused by me, and that the institution shall not be held responsible for any personal loss, injury, accident, or unforeseen incident during the event or related travel.

(Name and Signature of Student)

Recommendation by Event Coordinator: Put a tick mark (✓) against the relevant choice

The above student is recommended to participate	
Consent letter of the parent obtained	
Not-recommended	

(Name & Signature of the event coordinator)

Recommendation by Faculty Advisor: Put a tick mark (✓) against the relevant choice

The above student is recommended to participate	
Consent of the parent obtained	
Not-recommended	

(Name & Signature of the faculty advisor)

Recommendation by HOD

Recommended and forwarded
(Name and Signature of HOD with date)

For Office Use

Approval by Director, Student Affairs

Approved
(Name and Signature of Director, Student Affairs)

Mandatory Attachments

Students must attach the following documents:

1. Event Invitation/Brochure/Circular
2. Registration Form/Selection Letter / Participation Confirmation
3. Travel approval, including details of the accompanying faculty member(s) (*at least one female faculty member must accompany the students in case female students are involved*)

Post-Event Submission (Mandatory)

Within three working days after completion of the event, the student must submit:

1. Participation or Winning Certificate/Proof
2. Photographs of the event (if applicable)

Note: *Failure to submit these documents may result in cancellation of OD approval.*