



NEHRU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University)

Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu.

www.nehrucolleges.net



SAMPLE SPECIAL LEAVE ON DUTY APPROVAL COPY



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"Nehru Gardens" Thirumalayampalayam, Coimbatore - 641 105, Tamilnadu.



OD FORM

Name : Dr. R. Malathi

Date : 23/9/2021

Designation : Dean

School / Department : So ACS

Period of OD : Date (From : 24/9/2021 To : 25/9/2021)

Purpose : NLP Training @ NCM

Alternative arrangements : Yes

Name & Signature of the Deputed Staff : V. Shanthi

Signature of Applicant

HOD
25/9/21

Dean
25/9/21

Principal
23 SEP 2021

FOR OFFICE USE ONLY

Date	OD at Credit	OD availed	Balance

Office Superintendent



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OD FORM

Name : Dr. K. selvavinayaki.

Date : 23/9/21

Designation : Dean

School / Department : Soc | BCA

Period of OD : Date (From : 24/9/21 To : 25/9/21)

Purpose : To attend NLP Training.

Alternative arrangements : BCA Department Incharge :
(Dr. C. Poaltrap Chandren)

Name & Signature of the Deputed Staff

Signature of Applicant
23/9/21

HOD
23/9/21

Dean
23/9/21

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LOD FORM

Name : R. Pradeeswaran. Date : 24-3-22

Designation : Assistant Professor

School / Department : SOACS, CSHM

Period of OD : Date (From : 25-3-22 - To : 1 day)

Purpose : 25-3-22 - National seminar at Hindustan college.

Alternative arrangements : yes

Name & Signature of the Deputed Staff

[Signature]
24/3/22
N. Srinivasan

Signature of Applicant

[Signature]
(R. Pradeeswaran)

[Signature]
24/3/22
HOD
T. R. Rajan

[Signature]
24/3/22
Dean
Dr. R. Nalath

[Signature]
Principal
M. N. G. G.

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Date	OD at Credit	OD availed	Balance
25/3/22	-	-	-

1 day LOD
PR

Office Superintendent



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OD FORM

Name : T. Gowri Shankar Date : 14/12/21

Designation : Assistant professor

School / Department : Commerce

Period of OD : Date (From : 15/12/2021 To : 16/12/2021)

Purpose : To attend state level workshop on public financial management system with special reference to TSA at S.T. Joseph's College for women Tirupur.

Alternative arrangements : yes

Name & Signature of the Deputed Staff : (R. Mahadevi)

Signature of Applicant : T. Gowri Shankar 14/12/21

HOD : [Signature]

Dean : [Signature] 14/12/21

Principal : [Signature] 16 DEC 2021

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OD FORM

Name : Ms. R. VIJI

Date : 14/12/2021

Designation : DNV Co-ordinator

School / Department : IQAC

Period of OD : Date (From : 15/12/21 To : 16/12/2021)

Purpose : To attend State level workshop on "Public Finance Management System with Special Reference to TSA" at ST. Joseph college for women, Tirupur

Alternative arrangements : -

Name & Signature of the Deputed Staff

M. Leelavathi
14/12/21

Signature of Applicant
R. VIJI
14/12/2021

HOD
14/12/21

Dean
14/12/21

Principal
14 DEC 2021

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OD FORM

Name : Dr K. Selvaivanayaki

Date : 22/10/21.

Designation : Dean/ Soc.

School / Department : Soc/ BCA

Period of OD : Date (From : 23/10/21 To : 23/10/21)

Purpose : NPTEL EXAM.

Alternative arrangements : Ms. Shiji - III Bca : Software Engineering.

Name & Signature of the Deputed Staff

Signature of Applicant
 [Signature]
 22/10/21

[Signature]
 HOD
 22/10/21

[Signature]
 Dean
 22/10/21

[Signature]
 Principal
 22 OCT 2021

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OD FORM

Name : Do. T. Ramaprabha Date : 22.10.2021

Designation : Professor

School / Department : IT/CT department, School of computational science

Period of OD : Date (From : 23-10-2021 To :)

Purpose : To attend NPTEL exam

Alternative arrangements :
I yr Python (I) - M. Sheela 22/10/21
II yr BDA (III) Dr. S. Senthil Kumar 21/10/21
I yr EVS (IV) M. Leelavathi M.L. 22/10/2021

Name & Signature of the Deputed Staff

Signature of Applicant

HOD 22/10/21

P.K. Manoj Kumar

Dean 22/10/21

Dr. K. Selvaraj

Principal

22 OCT 2021

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Office Superintendent



NEHRU GROUP OF INSTITUTIONS

Coimbatore



OD FORM

Name : Aarsha Guelhe

Date : 26/8/21

Designation : Asst. Professor.

Department / College : FSN | NISC

Period of OD : Date (From : 27/8/21 To : _____)

Purpose : ASRB Net Exam ✓

Alternative arrangements : Naseem Sabirra. S

Signature of Applicant

HOD

Head of Institution

26 AUG 2021

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