



# St. Thomas College of Arts and Science

Affiliated to the University of Madras  
Accredited by NAAC with 'A+' Grade | An ISO 21001 : 2018 Certified Institution  
Koyambedu, Chennai - 600 107.



## ON-DUTY APPLICATION FORM (TEACHING)

<b>Name</b>	
<b>Employee ID</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Shift</b>	
<b>Date</b>	
<b>Reason</b>	
<b>Work adjustment</b>	
<b>Remarks of HoD</b>	<b>(Approved / Not Approved)</b>

Staff

HoD

Principal

## PARTICULARS FOR THE INFORMATION OF IQAC

### Role (Please tick one):

Participation/Presentation/Resource Person/Examiner/Subject Expert/

Others (Specify) .....

### Event (Please tick one) :

Conference / Board of Studies / Guest lecture programme / Extension activity/

Others (Specify) .....

### Enclosures:

Staff Signature