

DEPARTMENT OF ELECTRICAL COMMUNICATION ENGINEERING

Intimation of Absence

Name: .....

Place of Meeting/Visit: .....

Duration: From ..... 19 ..... to ..... 19 .....

If in Bangalore, Time: From ..... hrs to ..... hrs.

I am going out of the Institute/Bangalore for attending Board of Studies / Examiners' meeting.

Conducting Ph.D./MSc. / BE / ME Project viva voce.

Attending a Symposium / Seminar / Conference / Lecture.

Delivering a Lecture / series of Lectures.

Having discussions with .....

Carrying out Field / Laboratory / Testing work.

Attending Selection / Promotion / Evaluation / Review Committee meeting.

Some personal work.

(any other work, please state) .....

While I am away, I may be contacted, if required at the following

Address: ..... Telephone Numbers

.....

.....

.....

Bangalore:

..... 19

.....  
(Signature)