



STUDENT LEAVE APPLICATION FORM

Date of Application:

Type of Leave: Casual Leave Medical Leave Emergency Leave Station Leaving on Duty

1. Name : _____ 2. URN : _____

3. Branch : _____ 4. Semester : _____

4. Reasons for seeking leave (Give details) : _____

5. Period : From _____ To _____

6. No. of days of absence : _____ (including intervening holidays)

7. No. of working days lost : _____

8. Leave already availed during this semester : _____ days

9. Address during the leave with Tel. No. _____

I understand that this leave entitles me to extra classes, alternative examination or credit for class tests / assignments solely under the consideration and jurisdiction of the concerned course faculty.

(Signature of the parents with date)

(Signature of the student)

Relation with the student: *Father / Mother*
Contact No.

SN	Name of Courses	Approval of the Course Faculty	Remarks
1.			
2.			
3.			
4.			
5.			
6.			

Recommended Not Recommended

Name & Signature of Faculty Mentor

Rules:

- AS per the university norms, 75% of the attendance is compulsory to appear for the university examination.*
- Casual Leave (CL): All CLs have to be applied in advance. There will be no consideration of applying CL after availing it.*
- Medical Leave / Emergency Leave: (ML/EL): All MLs/ ELs are to be accompanied with an original medical certificate from a registered Indian medical practitioner. The Signature of parents and their contact details is compulsory in availing ML/EL.*
- Station Leaving on Duty (SLOD): SLODs include leave owing to participation in symposium/ conference/ seminar/ inter college events / other relevant student activities. All SLODs have to be applied in advance accompanied with the approved Form ADYPU/SOE/102.*

Approved Not Approved

Program Lead/ Head, School of Engineering