

APPLICATION FOR APPLYING FOR LEAVE FOR REPRESENTING INSTITUTE

Instruction : A student must note during the leave student shall be marked absent in each class. However, a maximum of 10% can be condoned for consideration of eligibility for attending examination in each subject with the condition that the student's actual % of attendance is 65% and above in that subject.

1. Name of Student :

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2. College Roll No. : 3. Registration No.

4. Branch Semester Section

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5. Date(s) of the program from..... to for a period of..... days

6. Details of the program
(including the Name of the program & Venue)

Date : Full Signature of the Student:

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Forwarding Note of Mentor

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Date:

Signature of Mentor

Recommendation Note of Head of the Department (For the students of 2nd, 3rd, 4th year B.Tech., 1st and 2nd year M.Tech., MBA, MSc. students)/Dean First Year (for B.Tech. First Year Students):

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Date:

Signature of HOD/Dean First Year

Forwarding Note of Dean Student Welfare :

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Date:

Signature of DSW

Decision of Principal:

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Date:

Signature of Principal

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