



You Choose, we Do it
St. JOSEPH'S COLLEGE OF ENGINEERING
 (An Autonomous Institution)

First Name: John

Last Name: Doe

St. JOSEPH'S INSTITUTE OF TECHNOLOGY

St. Joseph's Group of Institutions
Jeppiaar Educational Trust
OMR, Chennai - 119.



2021 - 2022

STUDENTS LEAVE FORM

1. Name of the Student :
2. Roll Number :
3. UG / PG : Course:
4. Year / Branch :
5. Section :
6. Total number of leave / absent taken so far: _____ days

a) Leave-with leave letter - _____ days	d) Privilege Leave: _____ days
b) Medical Leave - _____ days	Relationship to Student: _____
c) Absent - _____ days	(not more than 2 days)

Total days. _____

7. Leave applied: **Reason:** _____
 (for all Category)

Date:.....(or)

From:.....To:.....

Note:

1. **For one day leave**, the leave letter should be submitted on the previous day with students signature or on the same day with parents signature.
2. **For two days leave**, the leave letter should be submitted on the previous day or on the day with parents signature.
3. **For three days and above**, Parents should come in person and meet the **HOD** with all supporting medical documents in case of medical leave – **and not medical certificate.**
 - Scattered absentees **will not be considered as medical leave.**
4. NRI & CGC Students for VISA renewal and for own brother / sister marriage – can meet the HOD with all supporting documents before two weeks of their schedule.

Signature of the Parent:
 (Hostel Students should attach Parents Letter)

Signature of the Student

Dept. Attendance In charge

HOD – Students Affairs

Name:

Name:

Signature:

Signature:

Note: After getting signature from Dept. Attendance In charge & HOD, this form should be submitted to year in charge



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