



**2023 - 2024**

**St. JOSEPH'S COLLEGE OF ENGINEERING**  
(An Autonomous Institution)

**St. JOSEPH'S INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institution)

**St. JOSEPH'S GROUP OF INSTITUTIONS**

OMR, Chennai - 119

### STUDENTS LEAVE FORM

1. **Name of the Student** : **Shakthinee S**
2. **Roll Number** : **312322201148**
3. **UG / PG** : **UG** **Course: B.Tech**
4. **Year / Branch** : **3 ADS**
5. **Section** : **C**
6. Total number of leave / absent taken so far: 3 days
 

a) Leave-with leave letter	-	days	d) Privilege Leave: _____ days
b) Medical Leave	-	days	Relationship to
c) Absent	-	days	Student: _____ (not more
			<b>than 2 days)</b>
7. Leave applied: **Reason:** asdfqrf  
(for all Category)

**Total days.** 5

Date: 2024-12-19 (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**

**Name:**

**Signature:**

**HOD – Students Affairs**

**Name:**

**Signature:**

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

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