



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
 - b) Medical Leave - days
 - c) Absent - days
 - d) Privilege Leave: _____ daysRelationship to Student: _____ (not more than 2 days)
- Total days. 5**
7. Leave applied: **Reason: out of station**
(for all Category)

Date: **2025-04-10** (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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