



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:** asdfqrf  
(for all Category)

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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