



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

We Make you Shine
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