



## Leave Application for B.Tech. Student

1.	Name(IN BLOCK LETTERS)				
2.	Department				
3.	Roll No.				
4.	Leave Applied*	Nature	From	To	No. of days
		Academic/Vacation /Others			
5.	Reason for Leave				
6.	Address while on leave				
		Phone:	E-mail:		

Date:

Signature of the Applicant

Recommended

Faculty Advisor's Signature

Approved/Not approved

Date:

HEAD OF THE DEPARTMENT

\* Refer to Sub-section: 4.9 Attendance Requirement and 4.10 Leave of Absence in Ordinances and Regulations for B.Tech for details