Chandigarh College Of Engineering And Technology Sector 26, Degree Wing, Chandigarh

APPLICATION FOR LEAVE

Name of student	Email:	Ph. No.
Parent's Name	Email:	Ph. No.
Roll No.		
Branch		
Semester		
Name of Class Incharge		
Period of present leave: from	to	No. of days
Reason (Any documentary proof to b	e attached)	
I am aware of the guidelines for leave. I request you to grant me leave as per the above details.		
Date:		Signature of student
Recommendation of the parent / guar	dian	
	For Office Use	
Recommendation of the class in-char	ge	
		Signature of the Class In-charge
HOD		
Principal		
- Imorpui		

Important Notes:

- 1. Leave application to be submitted before proceeding on leave.
- 2. In case of medical reasons leave application to be submitted within 03 days of proceeding on leave and intimation by email/ phone to be given to the class incharge / HOD. Such leave will be sanctioned only after production of medical certificate by a qualified doctor
- 3. The student would provide photocopies of the leave approved to the concerned teachers for their information
- 4. 75% of the attendance is compulsory for a student to appear in the examinations and complete the course. The leave has to be within the 25% of the total lectures. Furthermore, only 10% relaxation can be given by the authority in exceptional cases only, for which prior approval is required with documentary proof.