

16. LEAVE APPLICATION - Format (to be photocopied)

AMRITA VISHWA VIDYAPEETHAM School of Engineering

Application for Leave of Absence (for students only)

Name:		Roll No..	
Semester	Section	Branch	
No. of days:		From.....to.....	
No. of Hours:		From.....to..... Date.....	
Nature of Leave (Tick one)	Duty Leave	Medical Leave	Ordinary leave
Reasons:			
Signature: Parent/Warden		Student	
Verified		Recommended	Sanctioned
Faculty	Class Counselor/Advisor		Chairperson