

**Pondicherry Engineering College, Puducherry**

REF: PEC/

Date:

**Leave Application - Students**

<b>Name of the Student</b>		<b>Enrollment No</b>	
<b>Department</b>		<b>Programme (tick)</b>	B.Tech./M.Tech./M.C.A./M.Sc./M.Phil
<b>Branch/Specialization</b>		<b>Class/Section</b>	
<b>A) Leave on Personnel / Medical Grounds *</b>			
Duration of Leave ( <i>Enter Date</i> )	From :	Number of Days	
	To :		
Reason for Leave			
Number of days of leave already availed			
<b>Date :</b>	<b>Signature of the Parent / Guardian</b>	<b>Date:</b>	<b>Signature of the Student</b>
<b>Date :</b>	<b>Signature of Faculty Advisor</b>	<b>Date:</b>	<b>Signature of HoD</b>
<b>* The student shall enclose necessary Medical Certificate for leave availed on medical grounds</b>			
<b>B) Leave on Duty</b>			
Duration of Leave ( <i>Enter Date</i> )	From :	Number of Days	
	To :		
Reason for Leave			
Number of days of on duty leave already availed*			
Recommended			
<b>Date:</b>	<b>Signature of Faculty In Charge of the Activity</b>	<b>Date:</b>	<b>Signature of the Student</b>
<b>Date :</b>	<b>Signature of Faculty Advisor</b>	<b>Date:</b>	<b>Signature of HoD</b>
Approved	Approved / Forwarded to Principal*		
<b>Date:</b>	<b>Signature of the Principal</b>		
<b>* If the number of on duty leave exceeds 7 days, necessary permission from Principal should be obtained</b>			

**Note:** The Leave Application Forms shall be filed in the 'Students Attendance File' of the Department. At the end of each semester, the 'Consolidated On Duty Leave Details' shall be prepared in the format (ACADF/LL-02) and the same shall be circulated to the faculty for the purpose of attendance benefit.