

### STUDENT LEAVE APPLICATION FORM

To

The Director Principal  
 Gurukul Vidyapeeth  
 Ramnagar

Sir,

I am not able to attend to college because (reason).....  
 .....  
 .....

Therefore, I request you to kindly grant me leave for .....day(s)  
 From.....to.....

Thanking you.

Yours Obediently,

Signature

Name of the student .....  
 Day Scholar / Hosteller\*

CP Advisor

Dated.....College Roll No.....Class.....  
 .....

Dated.....

Leave Recommended /Not Recommended

Leave Granted / Not Granted

(HOD)

(Director Principal)

#### LEAVE RULES FOR STUDENTS

1. Apply for leave before availing it.
2. One day leave per month is allowed and maximum three days leave per semester is allowed
3. Medical leave 5 to 10 days per semester will be allowed if hospitalized and medical certificate is submitted to the respective HOD after joining the institute.
4. \*Leave application of hostellers on working days is acceptable of this is permitted as per hostel rules.