



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, DISTRICT: AMETHI
(An Institute of National Importance Established under the Act of Parliament)

Students Leave Application Form

(The leave application form should be submitted strictly in the below format only)

Vacation Leave/Casual Leave/Academic Leave/Medical Leave/Maternity Leave/Semester Leave/ Workshop or Paper Presentation Leave/Personal Leave/Other Leave *(Please Tick mark \checkmark the type of leave applied for)*

(1) Reason of Leave **(please specify reason):** _____

(2) Workshop/Paper Presentation etc. (Paper Title/Name of Conference/Workshop etc.)

(3) Other, if any **(please specify reason):** _____

1. Name: _____

2. Roll No.: _____ Branch: _____ Hostel Room No: _____

3. No. of Days applied for Leave: _____

4. Duration of leave From: _____ To: _____
With permission of prefix date: _____ suffix date: _____

5. Class will be Missed: Yes/No: _____ No. of Days Classes are Missed: _____

6. No. of Lecture missed (in words) _____ Subject(s): _____

Leave taken earlier during the Session: (Yes/No)

7. Please attach a copy of proof (in case of Medical/Workshop & Conference etc.): _____

8. Address during Leave: _____

9. Phone/Mobile No: _____ 10. Parents Mobile No/Landline No: _____

I AM LEAVING THE INSTITUTION FOR A PRIORITY WORK AND AT MY OWN RISK

Student Signature with Date: _____

Approved/Not Approved

10. Remarks by Signing Authorities (if any): _____

Signature of Warden or T/A. Faculty/Thesis Supervisor

DUGC/DPGC Convener (PE/ChE/MBA)



Students Leave Application Form for Hostel Office Use only

Name: _____ Roll No: _____ Hostel Room No.: _____

From: _____ To: _____ No. of Days: _____ No. of days class missed: _____

Type of Leave _____ Days approved by Academic Office: _____ Signature: _____

Chief Warden's Signature: _____ Date: _____ Gate Pass No.: _____

Date of issue: _____ Signature of issuing person at Hostel Office: _____