



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

Students Leave Application Form (for UG)

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

1. Name: _____
2. Roll No.: _____ Department: _____
3. No. of Days applied for Leave: _____
4. Duration of leave from: _____ To: _____
5. Nature of Leave: _____
6. Reason of Leave: _____
7. Address during Leave: _____
8. Mobile No: _____

Student Signature with Date

For Office Use Only

1. Class will be missed: Yes/No _____
2. No. of days classes missed _____
3. Leave taken earlier during the session: Yes/No _____
(By Department Office)

Office Clerk

Approved/Not Approved

DUGC Convener

Head of Department