

Student Leave Application

B.Tech. - 2nd, 3rd & 4th year

MBA 1st & 2nd year

(To be dropped in drop Box - COSAA Office Ground Floor)

Important:

- 1- This application to be filled only if leaves are more than 3 days.
- 2- Student must submit the application immediately within 3 days on joining the college.
- 3- Late submitted application shall not be given the attendance for required duration.

Name of Student..... University Roll No.....

Course..... Branch..... Semester.....

1- With due respect I want to inform that I could not attend classes for..... days (w.e.f..... to.....) for following reasons:

- Medical
- Marriage / family function (please attach proof)
- Any other reason (please specify)

2- In view of the above

It is requested that the required attendance may please be given to me.

Signature of Student..... Date:.....

(For Office Use Only)

Remarks of COSAA Office.....

Date:.....

Remarks:.....

Signature of COE:.....

Date:.....

Remarks by Principal (if required):.....

Principal's Signature:.....

Date:.....