

LEAVE APPLICATION

Date: _____

To

The Head of the Department
Department of First Year Engineering
DYPSN, Kolhapur

Subject: Application for Leave

Respected Sir/Madam,

I, _____, a student of **First Year Engineering Department**,

Semester: _____, **Division:** _____, **Roll No.:** _____, *request you to kindly grant me leave from*

____/____/____ to ____/____/____ (____ day(s)) due to

_____.

I assure you that I will complete all the missed lectures, laboratory sessions, assignments, and other academic work during this period. I kindly request you to consider my application and grant me leave for the above-mentioned dates.

Thank you for your consideration.

Yours faithfully,

Student's Signature: _____

Student's Name: _____

Roll No./Enrollment No.: _____

Mobile Number: _____

Parent/Guardian Signature: _____

Faculty Recommendation

Class Teacher: _____

Recommendation: ☐ Recommended ☐ Not Recommended

Signature: _____

Date: _____

Department Approval

Head of the Department

Department of First Year Engineering

Approved / Not Approved

Signature with Seal: _____

Date: _____