



HOLY GRACE ACADEMY OF ENGINEERING , MALA
(Affiliated to APJ Abdul Kalam Technological University & Calicut University)
DEPARTMENT OF CE/CSE/ECE/EEE/ME

LEAVE APPLICATION FORM (Students)

Name: _____ Register No: _____
(In block letters) (Write complete format)

Class/Semester: _____ No of Hours:
(in case of short leave) _____

Leave from: _____ To: _____ No. of Days: _____

Reason: _____

Detail of Documents/
Proof: (if attached) _____

Date: _____
Parents/Guardian Signature

Approved leave will not be considered while calculating 75% attendance which is minimum requirement to undertake end semester exam. However the student will not be charged any fine against approved leaves. Students are not encouraged to take leave for unwanted reasons.

(To be filled by the Class-In-Charge)

Total no of leaves taken till date:

Attendance % till date :

(For department use only)

Serial No: _____

Recommended/ Not Recommended

(Class-In-Charge)

Approved/Not Approved

(Head of Department)