

KARMELA RANI TRAINING COLLEGE, KOLLAM.

FORM OF APPLICATION FOR LEAVE

1. Name of Student :
2. Option & Class Number :
3. Local address of Student :
4. Dates and nature of leave Sought :
5. Is there any test paper examination or other assignment on this date or these dates :
6. Reason for leave :
7. Number of days of leave already taken :
8. Signature of the student with date :
9. Certificate of the Warden of the hostel or of the Guardian that leave is necessary :
10. Signature of the Lecturer – in- charge :
11. Order on the application :

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