

T K M COLLEGE OF ENGINEERING, KOLLAM -5

Application for Duty Leave (Students)

Name of Student :

Class :

Roll No. :

No. of days &
Period of leave
(DD/MM/YYYY) :

Reason for Leave :

Any Examination/ Submission
during the period of leave :

Signature of duty recommending
authority :

Total number of duty leave availed
in the current semester :

Signature of student with date :

Specific Remark of Sr. Advisor/Advisor :

Order of Head of the Department :