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तमसो मा ज्योतिर्गमय

Leave Application Form

**MEHR CHAND MAHAJAN
D.A.V. COLLEGE FOR WOMEN**

SECTOR 36 - A, CHANDIGARH - 160036
PHONE : 2603355 FAX : 0172-2613047

Name.....

Class and Section.....

Roll No.....

Reason.....

.....

.....

No. of Days.....

from.....to.....

Certified that the application was
received by me on.....

It was incomplete/complete.

Full Signature

Date.....

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D.A.V. COLLEGE FOR WOMEN**

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Name.....Class & SectionRoll No.....

Reason of leave.....

No. of Days.....from.....to.....

Date of submission of application.....

Full Signature.....

Recommendation of guardian (If local).....

Recommendation of Tutor]
or sanctioning authority.]

Date of entry (For Office).....

LEAVE RULES

In their own interest student should avoid taking leave. If they must they are required to observe the following rules:-

(1) A fine of 50 paise per period upto a maximum of Re. 1/- per day will be charged for one day's absence the fine for absenting from Tutorial Meeting, English Composition Group will be Re. 1/- per sitting. Special fine will be imposed in case a student is very irregular in classes or whom absents herself from examination.

(2) All kinds of leave (except sick leave) Should be applied for in advance. No. application will be accepted after the leave has been availed of.

(3) In case of sick leave medical certificate is necessary.

(4) Except in the days of preceding or following vacations or falling in between two holidays or of examination days the following will have power to sanction leave.

(5) Tutor upto three days from College.

(6) Leave required for more than 3 days will be got sanctioned from the Lecturer Incharge.