

**K.V.A. D.A.V. College for Women
KARNAL**

Name.....

Class.....

Roll No.

Leave From.....to.....

Note :- Students should keep this receipt with them.

LEAVE RULES

1. 75% attendance is compulsory No notification will be sent at home.
2. Only 25% of total attendance will be granted as medical Leave to the student during the Academic Year.
3. A Medical Certificate duly attested/signed by a qualified doctor is to be produced with the leave form.
4. Leave must be applied on prescribed form (available from the College office duly signed by the guardian.)
5. Leave must be sanctioned personally from the Principal and must be reported to the tutor after getting signed by the Principal.

**K.V.A. D.A.V. College for Women
KARNAL**

Leave Application Form

Name.....D/o.

Class..... Roll No.

Leave From.....to.....

Reason for leave.....

Signature of
Father/Guardian

Signature of
Student

Signature of Warden
(if residing in hostel)

Remarks and
Signature of Tutor

PRINCIPAL

- 1.....
- 2.....
- 3.....
- 4.....