**C.H.M.M. COLLEGE FOR ADVANCED STUDIES, CHAVARCODE**

**Metca Land, Chavarcode, Palayamkunnu P.O.**

**APPLICATION FOR LEAVE**

Name :

Class :

Roll No. and Admission No. :

No. of days and dates of leave :

Reason for taking leave :

(produce MC if leave exceeds 3 days)

Total No. of leave availed in the current month :

Total No. of leave availed in the current semester :

Signature of the student with date :

Signature of the guardian with date :

Recommendation of the Staff Advisor :

Remarks of HOD :

Sanction by the Principal :