



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

Students Leave Application Form (MBA)

(The leave application form should be submitted at least 36 hours before leaving the campus)

1. Name:
2. Roll No: Department:.....
3. Hostel Block & Room No.:
4. No. of Days applied for Leave:
5. Duration of leave from: To:
6. Reason of Leave:
7. Address during Leave:
8. Mobile No. & Institute E-mail ID:

Student Signature with Date

For Department Office Use

1. Class will be missed (Yes/No): No. of days classes missed:
2. Leave taken earlier during the session (mention period):

Dealing Department Assistant

Recommended/ Not Recommended

Head of Department

Approved/ Not Approved

Dean Academic Affairs

Approved leave forwarded to Chairman of council wardens for issuance of Gate Pass.

Chairman of Council Wardens