

COLLEGE OF ENGINEERING ATTINGAL

Application for Duty Leave

1. Name :
2. Year and Branch :
3. KTU ID :
4. Date on which duty leave is required :
5. Reason with proof :
6. Date of application :
- 7: Classes lost :

Date		Date	
Period	1	Period	2
Subject with code		Subject with code	
Name of Faculty		Name of Faculty	
Date		Date	
Period	3	Period	4
Subject with code		Subject with code	
Name of Faculty		Name of Faculty	
Date		Date	
Period	5	Period	6
Subject with code		Subject with code	
Name of Faculty		Name of Faculty	

8. Signature of the student:

9. Recommendation of the staff advisor/ Faculty in charge of the programme for which duty leave is required

10. Permitted / Not Permitted

Head of the Department

(Seal)