



**MOHAMMADIYA INSTITUTIONS**  
Arempula, Khammam - 507163, A.P.

**STUDENT LEAVE APPLICATION FORM**

To  
**THE PRINCIPAL**

Mohammadiya Institute of Technology ☐

Mohammadiya Institute of Computer Tech ☐

Mohammadiya Institute of Pharmacy ☐

Mohammadiya Institute of Management ☐

**Student Name** : \_\_\_\_\_

**Branch Allotted** : \_\_\_\_\_

**Semester/Year** : \_\_\_\_\_

**College Roll No.** : \_\_\_\_\_

**University Roll No** : \_\_\_\_\_

**Day Scholar /  
Hosteller\*** : \_\_\_\_\_

Sir,

I am not able to attend to college because (reason).....

.....

.....

.....

Therefore, I request you to kindly grant me leave for .....day(s)

From.....to.....

Thanking you.

Yours Obediently,

(Signature here)

Full Name of the student .....

**OFFICE OF PRINCIPAL/HOD**

Dated.....College Roll No.....Class.....

.....

**Leave Granted / Not Granted**

**(PRINCIPAL / HOD)**

**Dated:** .....

**LEAVE RULES FOR STUDENTS**

- Apply for leave before availing it.
- One day leave per month is allowed and maximum three days leave per semester is allowed
- Medical leave 5 to 10 days per semester will be allowed if hospitalized and medical certificate is submitted to the respective HOD after joining the institute.
- \*Leave application of hostellers on working days is acceptable of this is permitted as per hostel rules.