



# RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

( Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

NAAC Accredited and ISO 21001:2018 certified Institution,

KumaranKottam Campus, Kannampalayam (Po), Coimbatore – 641 402



## LEAVE FORM

RVS COLLEGE OF ENGINEERING AND TECHNOLOGY COIMBATORE - 641402.				Date: _____
<b>APPLICATION FOR LEAVE</b>				
Name	:	_____		
Designation	:	_____		
Department	:	_____		
Nature of leave	:	Summer VL/Winter VL/Casual Leave/on duty/ Official OD/LLOP/COL credited for _____		
For the date (or) period	:	On _____ (or) From _____ To _____		
<b><u>No. of days of leave</u></b>				
Eligible:	<input type="checkbox"/>	Already Availed:	<input type="checkbox"/>	Now required:
Reason for leave :	_____			
Signature of applicant	HOD			DEAN
A.O	Sanctioned			PRINCIPAL

Alternate arrangements for class work					
Date	Period	Class	Subject	Arrangement made with (Name)	Signature of the faculty

Leave address (To be given when the period of leave exceeds 3 days)



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## PERMISSION FORM

**RVS COLLEGE OF ENGINEERING AND TECHNOLOGY**  
COIMBATORE - 641402.  
**APPLICATION FOR PERMISSION**      Date: \_\_\_\_\_

Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Department \_\_\_\_\_  
 Date & Time : On \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**No. of hours of Permission**  
 Eligible:       Already Availed:       Now required:

Reason for Permission: \_\_\_\_\_

Recommendation of HOD \_\_\_\_\_      Sanctioned \_\_\_\_\_      Signature of applicant \_\_\_\_\_

A.O. PRINCIPAL

Alternate arrangements for class work

Date	Period	Class	Subject	Arrangement made with (Name)	Signature of the faculty

  
Principal  
RVS College of Engineering & Technology  
Coimbatore - 641 402