



**St.Mary's Engineering College**  
Deshmukhi (V), Nalagonda Dist  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**LEAVE APPLICATION FORM**

Date:

Name of the Faculty : \_\_\_\_\_ Emp Id: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Designation & Dept : \_\_\_\_\_

Leave applied : From \_\_\_\_\_ to \_\_\_\_\_ No. of Days: \_\_\_\_\_

Purpose / Reason : \_\_\_\_\_

Details of the class work adjustment (**Mention on the reverse of this page**):

Address & Contact Num :

(If leaving Hyderabad)

Signature of the Faculty.

Recommended / Not Recommended by H.O.D

Signature of H.O.D

Approved / Not Approved

**Signature of the Principal**



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Details of **adjustment** of the **class work**

S.No.      Subject:      Date:      Period: Name of the Faculty:      Signature: