



Rajiv Gandhi University of Knowledge and Technologies
Mylavaram Road, Nuzvid, Krishna District, AP- 521202

Students Leave Application Form for Biometric Attendance

Name: _____ ID No: _____

Course: PUC B. Tech M. Tech Year of study: 1st 2nd 3rd 4th

Branch: ECE CSE ME CE ChE MME NA

Gender: M F Class _____ Semester/SUM _____ Roll No. _____

E-mail ID (official) _____ Mobile Number: _____

Leave From: _____ To: _____ No. of Days: _____

Reason: _____

Details of Documents/
Proof: (if Attached) _____

Date: _____ Applicant's Signature _____

For Office Use Only
Recommended/Not Recommended

Signature of Forwarding Authority _____ Signature of the HOD _____

Approved/Not Approved

Signature of the Dean of Academics _____

Date: _____ Entered in attendance record Not-entered in attendance record

(Signature of Point person for biometric attendance)