

**INDUSTRIAL PRACTICE SCHOOL, K.L. UNIVERSITY**  
**LEAVE APPLICATION**

Name : \_\_\_\_\_

University ID No: \_\_\_\_\_ Program: B. Tech. Sem \_\_\_\_\_ Branch: \_\_\_\_\_

Regional Office : \_\_\_\_\_ Location of Project: \_\_\_\_\_

Company : \_\_\_\_\_

PSP Title : \_\_\_\_\_

University Guide: \_\_\_\_\_ Company Guide : \_\_\_\_\_

Number of days leave availed till date: \_\_\_\_\_

Period of Present Leave: From: \_\_\_\_\_ To: \_\_\_\_\_ No. of days: \_\_\_\_\_

**Reason:**

I am aware of the guidelines for leave and I understand the implications thereof. I request you to grant me leave as per the above details.

Date:

Signature of Student

**FOR OFFICE USE ONLY**

Signature of Company Guide

Date:

Signature of University Guide

Date: