

**VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY
THALAKKOTTUKARA, THRISSUR
DUTY LEAVE FORMAT FOR STUDENTS**

Department :

Part A (Prior permission)

	Class	Name of student	Signature of student
List of students requesting duty leave			
Period of duty leave			
Purpose of taking duty leave			
Place of duty (Name of company and Address)			
Signature of faculty member granting permission			

Part B (Evidence of duty performed)

Recommendation of company officials	The above -----students were present in the company during the period from -----to -----
Signature of authorised Company officials with company seal	

Part C (Approval)

Veification of proof of evidence	Verified proof of evidence and found in order. The above students are eligible for duty leave during the above peiod.	
	Signature of faculty member/ Project guide/	
Approval from HoD	Signature of HoD	

Important Notes:

1. No duty leave will be admissible unless prior permission is taken.
2. Completed form shall be submitted by the students within 15 working days after duty leave period.
3. Incomplete/ late submission requests beyond 15 days will not be entertained.
4. Final custodian of this form will be concerned group tutor.