

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

STUDENT LEAVE PROFORMA

1. Roll No. / ID: _____

Ref. No: For office use

2. Name: _____

Date: DD/MM/YYYY

3. B.A.LL.B. Semester:

LLM: Semester:

4. Detail/Nature of Leave: (tick the appropriate box and specify the reason)

a) Medical

b) Moot Court Participation / Other Participation in Competitions/ representing the university in other Activities

c) Sports Participation:

d) *Any Other

(any other leave is for information purposes and it will **not be counted for the condonation of attendance)*

5. **Period of Leave: from to

*** (Days of leave will be counted as per actual lecture delivered by the concerned subject teacher during the leave period)*

Signature of Student & date

Recommended Not Recommended

Name and Signature of Recommending Authority (tick the appropriate box)
(Medical Officer/Incharge Moot & other competitions/Incharge Sports/Main office)

Before submitting the above said proforma along with all required documents/certificates duly signed by Recommending Authority, the students should ensure that they have already applied leave on their online portal. Only online applied leave will be accepted in hard copy format. A Student should submit duly filled leave Application proforma alongwith all relevant documents in the Academic Office.

Note: The detail of leave eligibility in individual subject at the end of the semester is as under:

- (i) The benefit of medical leave is given by deducting the lecture delivered during ailments if the student has otherwise attended minimum 50% of delivered lecture in each subject*
- (ii) Attendance for the days of participation etc. shall be added in the attendance of student who has minimum 65% in each subject.*
- (iii) Preferably the leave application should be submitted before leaving the university. In exceptional circumstances the leave application may be accepted within one week of availing leave and not thereafter.*
- (iv) For other conditions please see RGNUL Regulation Regarding Attendance.*