



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་ཤེ།
འཛིགས་མེད་རྣམ་རྒྱལ་བཟོ་རིག་མཐོ་རིམ་སློབ་གླེ།

Royal University of Bhutan

Jigme Namgyel Engineering College, Dewathang



Student Leave Application Form

Date.....

I, Mr./Ms., Student No.....of
..... (Class) would like to take a personal leave from the college.

Details of Leave:

From		To		Purpose of leave
Date	Time	Date	Time	
				Destination:
Contact Person & Mobile No.				

I hereby declare that I am aware of the class attendance and other college rules and regulations and be liable to actions as per college rules and regulations. I assure college management that I shall abide by the college rules and regulations.

Signature of Student

Verified & Recommended by HoD

(Name & Signature of HoD)

Approved by Dean (SA)

Signature of Dean (SA)

Student Service Officer for information & record

Signature of Student Service Officer

Copy to:

1. Head of Department for necessary information and follow up.
2. Personal file of above student for records.
3. Student Service Officer for information and necessary action.



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མེ།
འཛིགས་མེད་རྣམ་རྒྱལ་བཟོ་རིག་མཐོ་རིམ་སློབ་གླུ།



Royal University of Bhutan
Jigme Namgyel Engineering College, Dewathang

Student Leave Application Form

Date.....

I, Mr./Ms., Student No.....of
..... (Class) would like to take a personal leave from the college.

Details of Leave:

From		To		Purpose of leave
Date	Time	Date	Time	
				Destination:
Contact Person & Mobile No.				

I hereby declare that I am aware of the class attendance and other college rules and regulations and be liable to actions as per college rules and regulations. I assure college management that I shall abide by the college rules and regulations.

Signature of Student

Verified & Recommended by HoD

(Name & Signature of HoD)

Approved by Dean (SA)

Signature of Dean (SA)

Student Service Officer for information & record

Signature of Student Service Officer

Copy to:

1. Head of Department for necessary information and follow up.
2. Personal file of above student for records.
3. Student Service Officer for information and necessary action.