



**Institute of Environmental Sciences & Engineering (IESE)**  
School of Civil & Environmental Engineering (SCEE)

**LEAVE APPLICATION FORM (Students)**

**PERSONAL DETAILS**

Student Name: \_\_\_\_\_ Father Name \_\_\_\_\_  
Regn No: \_\_\_\_\_ Course/Class \_\_\_\_\_  
Cell No \_\_\_\_\_ Email ID: \_\_\_\_\_ CNIC No \_\_\_\_\_  
Last Semester GPA \_\_\_\_\_ CGPA \_\_\_\_\_

Leave from: \_\_\_\_\_ To: \_\_\_\_\_ No. of Days: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

Detail of Documents/  
Proof: (if attached) \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature

*Approved leave will not be considered while calculating 75% attendance which is minimum requirement to undertake end semester exam.*

*However the student will not be charged any fine against approved leaves.*

(For Office use only)

Serial No: \_\_\_\_\_

Mentor: \_\_\_\_\_ UG/PG Coordinator: \_\_\_\_\_

DCE: \_\_\_\_\_ HoD E.E/E.S: \_\_\_\_\_

**Approved/Not Approved**

(Assoc Dean)

Leave entered/not entered in the attendance record \_\_\_\_\_

(Concern Incharge)