

# JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR

## LEAVE FORMAT BETWEEN ACADEMICS

I.....guardian of Ms.....  
(Name of Parent) (Name of Student)

Bearing Enrollment number..... hereby requests University Authorities to permit my ward on Leave for ..... Days from Date ...../...../..... to Date ...../...../..... for..... (Pls mention Reason).

### Declaration

I ..... (Father/Mother) of Ms. .... do hereby declare that I am fully aware about my ward's short Attendance/ Incomplete Syllabus & other Academic activities due to which she may get debarred from appearing in Examinations. It will be completely my responsibility as it is my sole decision to take her on leave. I further affirm that University shall not be responsible, if my ward does not fulfill the attendance criteria as per University Rules & Regulations & I shall not complain to the University Management in this regard and also I am aware that University shall not arrange any Extra Classes for my Wards to complete her Academic Credits.

### Conclusion

**"I am fully aware & well known about the loss of Academics of my ward, still I wish to take her on leave Kindly permit her Gate Pass"**

Date...../...../.....

Signature of (Parents)

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#### **Important Instructions for Parents/ Guardians:**

- Kindly download & Print the Leave Format
- Fill the format in blue ink and sign it.
- Filled format need to be submitted at Communication Center or mail at [jvwufax@gmail.com](mailto:jvwufax@gmail.com)
- Kindly mark CC to [registrar@jvwu.ac.in](mailto:registrar@jvwu.ac.in) & [advo@jvwu.ac.in](mailto:advo@jvwu.ac.in)