



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STUDENT/5

APPLICATION (MEDICAL LEAVE)

Name of Student

Class Section Roll No.

Leave Address

Nature of Illness

Period of Leave applied for From To

Physician's Name Registration Number Contact Number

Whether leave applied earlier YES NO Number of days (mention the dates)

Nature of Illness

Signature of the Student (with Date)

Whether Submitted the Following Documents

List of documents to be submitted (in the order)	(Put a ✓ mark) (by Student)	(Put a ✓ mark) (by College Authority)
1. Medical Treatment particulars		
a) Doctor's prescription/s		
b) Medical bills		
c) Other Repots		
d) Others (Specify)		
2. Medical Certificate		
3. Fitness Certificate		

Signature of the College Authority (with Date)

RULES

- Extension of leave applied for must have to be communicated before exhaustion of leave applied for
- All valid and complete set of documents would have to be submitted
- Overwriting on the documents is not permitted
- Granting leave is the sole discretion with reasons of the management
- It is the duty of the student concerned to check from the office if her leave has been approved