

GANPAT UNIVERSITY - FACULTY OF ENGINEERING & TECHNOLOGY
U. V. Patel College of Engineering/ Institute of Technology
Biomedical Engineering
2BM8105: Major Project / Internship
GUIDELINE FOR LEAVE DURING INTERNSHIP

General Instruction for Leave

1. Students must obtain approval for any leave at least one week in advance.
2. If the leave overlaps with an evaluation or reporting session, a new reporting date must be provided.
3. Supporting documents (e.g., medical certificate) must be attached if the leave is due to medical or emergency reasons.
4. Students must remain reachable via phone and email during the leave period.
5. Unapproved or extended leave may affect internship evaluations or credit.
6. Students must update their attendance sheet and ensure signatures are completed after resuming work.
7. Send the leave request email to the Institute guide and company supervisor, with a CC to the HOD, proctor, and Training & Placement Member.

HOD - himanshu.patel@ganpatuniversity.ac.in

Proctor- tejas.bhatt@ganpatuniversity.ac.in

Training & Placement Member - tpobm.uvpce@ganpatuniversity.ac.in

Mail Format

Subject: Leave Request During Internship

Dear [Supervisor's Name / Faculty Guide],

I am writing to request leave from my internship at **[Company Name]** due to **[medical emergency / personal reasons / unavoidable circumstances]**.

Student Details:

- **Name:** [Full Name]
- **Enrolment Number:**
- **Name of Institute:** [UVPCE / IOT]

Leave Details:

- **Reason:** [brief reason: medical emergency / personal reasons / unavoidable circumstances].
- **From:** [Start Date]
- **To:** [End Date]
- **Total Days:** [Number of Days]

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If the leave dates coincide with any scheduled evaluation or reporting session

New Reporting Details:

- **Date:**
- **Time:**

I will ensure that all my pending tasks and responsibilities are managed before or after the leave, and I will remain reachable via **email or phone** for any urgent matters during this period. Please let me know if any additional documentation is required.

Please find attached [**supporting document, if any – e.g., medical certificate, fitness certificate**] for your reference.

I kindly request your approval for the same.

Thank you for your consideration.

Sincerely,

[Student Name]

[Enrolment Number]