

Sample unpaid leave approval letter Tutorial

Sample Unpaid Leave Approval Letter: A Comprehensive Guide to Crafting and Understanding Unpaid Leave Approvals

When an employee needs time off from work without pay, it's essential for both the employee and employer to communicate clearly and professionally. A **sample unpaid leave approval letter** serves as a formal confirmation that the employee's request has been reviewed and approved. This document not only ensures transparency but also maintains a record for future reference. In this article, we will explore the significance of an unpaid leave approval letter, provide detailed samples, and guide you through the key components to include for a professional and effective document.

Understanding the Importance of an Unpaid Leave Approval Letter

An unpaid leave approval letter is a formal acknowledgment issued by an employer to an employee who has requested unpaid time off. Its importance can be summarized as follows:

Legal and Documentation Purposes

- Serves as proof of leave approval for HR records.
- Helps in legal compliance and future audits.
- Clarifies the terms and duration of leave.

Maintaining Clear Communication

- Ensures the employee understands the approval details.
- Prevents misunderstandings regarding leave dates and conditions.
- Reinforces professional relationships and transparency.

Facilitating Workforce Planning

- Assists managers in managing workloads during employee absence.
- Allows for proper scheduling and resource allocation.

Key Elements to Include in a Sample Unpaid Leave Approval Letter

Creating an effective unpaid leave approval letter involves incorporating specific components that convey professionalism and clarity. Below are the essential elements:

1. Employee and Employer Details

- Employee's full name and position.
- Department or team.
- Employer's official name and address.
- Date of the letter.

2. Subject Line or Reference

- Clearly indicate the purpose, e.g., "Unpaid Leave Approval" or "Approval of Unpaid Leave Request."

3. Salutation

- Use a professional greeting, such as "Dear [Employee Name],"

4. Body of the Letter

- Acknowledgment of Request: Mention the employee's leave request, including dates and reason if appropriate.
- Approval Statement: Clearly state that the unpaid leave is approved.
- Details of Leave: Specify start and end dates, total duration, and any conditions.
- Return-to-Work Instructions: Outline expectations for resumption of duties.

5. Additional Notes or Conditions

- Mention any required documentation.
- Clarify if the leave impacts benefits or employment status.
- Include contact information for further queries.

6. Closing and Signature

- Use a professional closing phrase such as "Sincerely," or "Best regards,"
- Signature of the authorized person.
- Name and position of the signatory.

Sample Unpaid Leave Approval Letter Templates

Below are two comprehensive sample templates. One is formal for general use, and the other is slightly more casual for internal communications.

Sample 1: Formal Unpaid Leave Approval Letter

``plaintext

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Date]

[Employee Name]

[Employee Position]

[Department]

Subject: Approval of Unpaid Leave Request

Dear [Employee Name],

We have received and reviewed your request for unpaid leave submitted on [date of request]. After careful consideration, we are pleased to inform you that your leave application has been approved.

Your unpaid leave will commence on [start date] and conclude on [end date], totaling [number of days/weeks]. During this period, your employment status will remain unchanged, but the leave will be unpaid as per your request.

Please ensure that any pending tasks are managed accordingly before your leave begins. Additionally, if you require any documentation or further assistance, do not hesitate to contact the HR department at [HR contact information].

We appreciate your advance notice and hope this leave provides you with the necessary time for your personal matters. Upon your return on [return date], please report to your supervisor as usual.

Thank you for your dedication and professionalism.

Sincerely,

[Your Name]

[Your Position]

[Signature]

[Contact Information]

...

Sample 2: Informal Unpaid Leave Approval Letter

``plaintext

[Company Name]

[Date]

Hi [Employee Name],

I'm writing to confirm that your request for unpaid leave from [start date] to [end date] has been approved. We understand the importance of taking time off and are happy to accommodate your request.

Please make sure to wrap up your ongoing projects before your leave and coordinate with your team to ensure a smooth workflow in your absence. If you need any assistance or have questions, feel free to reach out to HR or your supervisor.

We look forward to your return on [return date]. Safe travels and take care!

Best regards,

[Your Name]

[Your Position]

...

Best Practices for Writing an Unpaid Leave Approval Letter

To ensure your approval letter is professional and effective, consider the following tips:

Be Clear and Concise

- Clearly state the approval status, dates, and any conditions.
- Avoid ambiguity to prevent misunderstandings.

Maintain a Professional Tone

- Use formal language, especially in official communications.
- Show empathy and understanding of the employee's situation.

Include All Necessary Details

- Confirm the start and end dates.
- Mention any documentation required.
- Clarify how benefits or employment terms may be affected.

Proofread and Review

- Double-check for grammatical errors.
- Ensure all names, dates, and details are accurate.

Conclusion

A well-crafted **sample unpaid leave approval letter** is an essential document that fosters clear communication between employers and employees. It provides legal protection, sets expectations, and maintains professionalism within the workplace. Whether you are an HR professional drafting a formal approval or a manager sending a quick confirmation, understanding the key components and best practices ensures your letter serves its purpose effectively.

Remember, the tone and content should reflect your company's policies and the specific circumstances of the leave. By following the templates and tips provided in this guide, you can create professional, clear, and respectful unpaid leave approval letters that support positive employee relations and efficient workplace management.

Sample Unpaid Leave Approval Letter: An Expert Guide and Review

In today's dynamic workplace environment, employee well-being and work-life balance are gaining paramount importance. One significant aspect of this balance is the provision for unpaid leave, allowing employees to take time off without pay for personal, health, or other compelling reasons. When employees request unpaid leave, it's crucial for organizations to handle these requests professionally and consistently by issuing a formal approval letter. Here, we delve deeply into the structure, key components, and best practices associated with a sample unpaid leave approval letter, providing an expert review that can serve HR professionals, managers, and employees alike.

Understanding the Importance of a Proper Unpaid Leave Approval Letter

An unpaid leave approval letter is not merely a formal notification; it is a vital document that:

- Confirms the approval of the employee's leave request.
- Clarifies the terms and conditions associated with the unpaid leave.
- Provides legal documentation that can be referenced in future disputes or audits.
- Sets expectations regarding the employee's responsibilities during leave and their return process.

From a professional perspective, a well-crafted approval letter enhances transparency, builds trust, and ensures compliance with organizational policies and labor laws.

Core Components of a Sample Unpaid Leave Approval Letter

A comprehensive unpaid leave approval letter typically contains several essential elements that ensure clarity and professionalism. Let's analyze each component in depth.

1. Header and Date

Purpose: To clearly identify the organization and the date of issuance.

Details to include:

- Organization's official name and address.
- Date of issuing the letter.
- Reference number or employee ID (if applicable).

Expert tip: Use a professional letterhead if possible, to reinforce branding and authenticity.

2. Employee Information

Purpose: To specify the employee for whom the leave is approved.

Details to include:

- Full name.
- Position/Job Title.
- Department.
- Employee ID or personnel number.

Expert tip: Ensure accuracy to prevent any confusion or misidentification.

3. Salutation and Introduction

Purpose: To address the employee politely and introduce the purpose of the letter.

Example:

"Dear [Employee Name],"

"We are writing to formally confirm the approval of your request for unpaid leave."

Expert insight: Maintain a respectful tone, acknowledging the employee's request and the organization's commitment to accommodating personal needs.

4. Details of the Unpaid Leave

This section is the core of the letter, providing specific information about the leave.

Key information to include:

- Start date: When the unpaid leave begins.

- End date: When the leave concludes.
- Total duration: Number of days or weeks approved.
- Reason for leave (optional): Sometimes included, especially if policy requires documentation or confirmation.

Expert tip: Confirm that the dates align with the employee's initial request and organizational policies.

5. Terms and Conditions

Purpose: To clarify expectations and responsibilities during unpaid leave.

Important points to cover:

- Continuation of benefits: Whether health insurance, retirement contributions, or other benefits will continue or be suspended.
- Job security: Assurance of job retention or conditions for reemployment.
- Reporting requirements: Any documentation or check-ins needed during leave.
- Return-to-work procedures: How and when the employee should notify the organization about their return.
- Impact on employment tenure: Clarify if unpaid leave affects seniority or benefits.

Expert insight: Transparency here reduces ambiguity and potential disputes later.

6. Contact Information and Support

Purpose: To provide a point of contact for clarifications.

Details to include:

- HR representative's name and contact details.
- Supervisor or manager's contact information.

Expert tip: Encourage open communication to foster trust and smooth transition.

7. Closing and Signature

Purpose: To formally conclude the letter.

Elements:

- A professional closing statement, e.g., "We wish you the best during your leave."
- Signature of the authorized person (HR manager, supervisor).
- Name and designation of the signing authority.
- Organization's seal or stamp (if applicable).

Expert insight: Handwritten signatures add authenticity, especially for formal documents.

Sample Unpaid Leave Approval Letter: A Template and Breakdown

Below is a detailed sample of an unpaid leave approval letter, annotated to highlight each component discussed.

[Organization's Letterhead]

ABC Corporation

123 Business Rd., Suite 100

City, State, ZIP Code

Email: [\[email protected\]](#) | Phone: (123) 456-7890

Date: October 27, 2023

Employee Name: John Doe

Position: Marketing Specialist

Department: Marketing

Employee ID: 456789

Subject: Approval of Unpaid Leave Request

Dear Mr. Doe,

We are pleased to inform you that your request for unpaid leave has been approved. After reviewing your application submitted on October 15, 2023, we understand your need for an extended leave

period and are committed to supporting your personal circumstances.

Details of Approved Leave:

- Start Date: November 10, 2023
- End Date: December 1, 2023
- Total Duration: 22 days

Terms and Conditions:

- During this unpaid leave, your employment status will remain unchanged, and your position is secured upon your return.

- Health insurance benefits will be suspended during this period unless otherwise specified. Please consult HR for options to maintain coverage.

- You are expected to keep the HR department informed if any changes to your planned return date occur.

- Upon completion of your leave, please notify your manager and HR at least one week prior to your return date to facilitate smooth reintegration.

Should you require any additional assistance or have questions regarding your leave, please contact Jane Smith, HR Manager, at [\[email protected\]](#) or (123) 456-7891.

We wish you the best during your leave and look forward to your return.

Sincerely,

[Signature]

Michael Johnson

HR Manager

ABC Corporation

Best Practices for Drafting and Using Unpaid Leave Approval Letters

While the above template provides a strong foundation, organizations should tailor their letters to align with internal policies, local labor laws, and individual circumstances. Here are best practices:

- Consistency: Use standardized templates to ensure all leave communications are uniform.
- Clarity: Be explicit about dates, responsibilities, and benefits.
- Documentation: Keep copies of all correspondence for records.
- Legal compliance: Ensure the language complies with applicable employment laws.
- Personalization: Address the employee by name and customize details as needed.

Conclusion: The Significance of a Thoughtfully Crafted Approval Letter

A sample unpaid leave approval letter is more than a formal document; it's a reflection of an organization's professionalism, transparency, and respect for its employees' personal needs. When thoughtfully drafted, it fosters trust, minimizes misunderstandings, and provides a clear roadmap for both employer and employee during the leave period.

In an era where work-life balance is increasingly prioritized, mastering the art of drafting clear, comprehensive unpaid leave approval letters is an invaluable skill for HR professionals and managers. By adhering to best practices and understanding the essential components, organizations can ensure smooth leave processes that benefit all parties involved.

Remember: The key to effective communication around unpaid leave is clarity, consistency, and compassion. When these principles are upheld, both organizations and employees stand to gain significantly in mutual trust and operational harmony.

Question What should be included in a sample unpaid leave approval letter? A sample unpaid leave approval letter should include the employee's name, department, leave start and end dates, reason for unpaid leave, approval statement from the manager, and any necessary contact information or instructions. **Answer** How can I politely request unpaid leave through an approval letter? Begin with a formal salutation, clearly state your request for unpaid leave with specific dates and reasons, and politely ask for approval. Conclude with appreciation and your contact information for further discussion. What are some common reasons employees request unpaid leave? Employees typically request unpaid leave for personal reasons, family emergencies, health issues, educational pursuits, or other circumstances that require extended time off without pay. Can an employer deny an unpaid leave request? How should this be addressed in the approval letter? Yes, an employer can deny unpaid leave requests based on business needs. The approval letter should clearly state whether the request is approved or denied, including reasons if possible, and offer alternative solutions if applicable. Is there a specific format or template for a sample unpaid leave approval letter? Yes, a typical template includes the date, employer's address, employee's details, subject line, body paragraphs detailing the leave request and approval, and a closing statement. Using a professional format helps ensure clarity and consistency.

Related keywords: unpaid leave request, leave approval letter, employee leave letter, unpaid time

off letter, leave application, employment leave approval, employee leave permission, unpaid leave policy, leave sanction letter, HR leave approval

Gndu sample papers gndu sample papers

gndu sample papers gndu sample papers are an essential resource for students preparing for exams at Guru Nanak Dev University (GNDU). Whether you're a first-year undergraduate or a postgraduate student, accessing and practicing with sample papers can significantly enhance your exam readiness, boost confidence, and improve overall academic performance. In this comprehensive guide, we will explore everything you need to know about GNDU sample papers, their importance, how to access them, and tips for effective preparation.

Understanding the Importance of GNDU Sample Papers

Sample papers serve as a mirror to the actual exams, offering students a glimpse of the question paper pattern, marking scheme, and the types of questions that may appear. Here's why GNDU sample papers are invaluable:

1. Familiarity with Exam Pattern

Sample papers help students understand the structure of the question paper, including:

- Number of questions
- Types of questions (short answer, long answer, multiple choice, etc.)
- Distribution of marks
- Time allocation per section

2. Practice and Time Management

Consistent practice using sample papers enhances speed and accuracy, allowing students to manage their exam time effectively.

3. Identifying Important Topics

Practicing sample papers highlights recurring questions and topics, guiding students to focus their revision on significant areas.

4. Reducing Exam Anxiety

Familiarity with the question pattern reduces uncertainty and nervousness during the actual exam.

Types of GNDU Sample Papers Available

GNDU offers a variety of sample papers tailored for different courses and semesters. These include:

1. Undergraduate Sample Papers

For courses like B.A., B.Sc., B.Com., B.Tech., and others, covering all semesters and subjects.

2. Postgraduate Sample Papers

For master's programs such as M.A., M.Sc., M.Com., MBA, and more.

3. Professional and Diploma Courses

Sample papers for diploma and certificate courses offered by GNDU.

4. Previous Year Question Papers

Though technically not the same as sample papers, previous year papers are often used interchangeably and provide real exam scenarios.

How to Access GNDU Sample Papers

Accessing sample papers is straightforward, with multiple sources available:

1. Official GNDU Website

The most reliable source is the official Guru Nanak Dev University website:

- Visit gndu.ac.in
- Navigate to the 'Examinations' or 'Student Resources' section
- Look for 'Sample Question Papers' or 'Previous Year Papers'
- Select your course, semester, and subject to download PDFs

2. University Departments and Faculties

Departments often upload sample papers relevant to their specific courses on departmental portals or notice boards.

3. Educational Portals and Bookstores

Many educational websites and bookstores provide compiled collections of GNDU sample papers, often with solutions and practice tests.

4. Coaching Centers and Online Forums

Coaching institutes and online student forums share sample papers, mock tests, and tips for effective preparation.

Effective Strategies for Using GNDU Sample Papers

Merely downloading sample papers isn't enough; students must adopt strategies to maximize their benefits:

1. Create a Study Schedule

Allocate specific days for practicing sample papers, ensuring coverage of all subjects before exams.

2. Simulate Exam Conditions

Attempt sample papers within the set time limit and in a quiet environment to mimic real exam conditions.

3. Analyze Your Performance

Post-practice, evaluate your answers to identify strengths and weaknesses. Focus on improving areas where mistakes are frequent.

4. Review Solutions and Explanations

Compare your answers with model solutions to understand correct approaches and learn alternative methods.

5. Revise Important Topics

Use insights from sample papers to revise key topics, ensuring comprehensive preparation.

Benefits of Regular Practice with GNDU Sample Papers

Consistent practice with sample papers offers numerous advantages:

- **Enhanced Problem-Solving Skills:** Develops quick thinking and analytical abilities.
- **Improved Memory and Retention:** Reinforces learning and helps memorize important concepts.
- **Increased Confidence:** Familiarity with question types reduces exam anxiety.
- **Better Score Potential:** Practice helps identify common questions, increasing chances of scoring higher.

Tips for Effective Exam Preparation Using GNDU Sample Papers

To derive maximum benefit from sample papers, consider these tips:

1. Start Early

Begin practicing well in advance of exams to allow ample revision and self-assessment.

2. Cover All Subjects

Ensure all course topics are practiced; don't focus solely on weaker areas.

3. Maintain Accuracy Over Speed

Initially, prioritize accuracy to understand concepts, then gradually increase speed.

4. Seek Clarification

If you encounter doubts while practicing, consult teachers or peers for clarification.

5. Keep a Record

Maintain a log of your practice scores and errors to monitor progress.

Conclusion

gndu sample papers gndu sample papers are an indispensable tool for students aiming for academic excellence at Guru Nanak Dev University. By regularly practicing these sample papers, students can gain familiarity with exam patterns, improve their time management skills, and boost

their confidence. Remember, consistent practice paired with strategic revision is the key to success in university examinations. Access these resources from official and trusted sources, adopt effective study strategies, and stay committed to your preparation journey for the best results.

FAQs about GNDU Sample Papers

- **Are GNDU sample papers available for all courses?** Yes, sample papers are available for most undergraduate, postgraduate, and professional courses offered by GNDU.
- **Can I find solved sample papers online?** Yes, many educational websites and coaching institutes provide solved sample papers for better understanding.
- **How often should I practice sample papers?** It's recommended to practice at least one sample paper per subject per week, depending on your syllabus timeline.
- **Do practicing sample papers guarantee good grades?** While practicing improves your chances, success also depends on thorough revision, understanding concepts, and exam strategies.

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In the realm of higher education, especially for students pursuing undergraduate and postgraduate courses at Guru Nanak Dev University (GNDU), the importance of effective exam preparation cannot be overstated. One of the most vital resources that students turn to for honing their skills and understanding the exam pattern is the collection of GNDU sample papers. These sample papers serve as a mirror reflecting the actual question papers, enabling students to gauge the difficulty level, structure, and types of questions they can expect in their upcoming exams. In this article, we delve into the significance of GNDU sample papers, how they can be utilized effectively, and the benefits they bring to students' academic success.

Understanding the Significance of GNDU Sample Papers

What Are GNDU Sample Papers?

GNDU sample papers are meticulously curated question papers that replicate the format, marking scheme, and difficulty level of actual university examinations. These papers are often prepared by faculty members, university departments, or trusted educational platforms to aid students in their preparation.

Why Are Sample Papers Important?

Sample papers are more than just practice tools; they are strategic resources that help students:

- Familiarize themselves with the exam pattern: Understanding the distribution of questions, types (descriptive, objective, short answer), and marking scheme.
- Identify important topics: Recognizing recurring themes and frequently asked questions.
- Improve time management: Practicing within time limits to ensure efficiency during the actual exam.
- Boost confidence: Reducing exam anxiety by practicing under simulated conditions.
- Assess their preparation level: Gauging strengths and weaknesses to focus their revision.

How to Access GNDU Sample Papers

Official University Resources

The most reliable source for GNDU sample papers is the official university website. GNDU regularly uploads sample papers for various courses and subjects, often aligned with the latest syllabus updates.

Educational Platforms and Coaching Institutes

Many reputed coaching centers and educational websites curate and distribute sample papers tailored for GNDU exams. They often supplement these with detailed solutions and marking schemes.

Student Forums and Social Media Groups

Online student communities, forums, and social media groups dedicated to GNDU students are valuable platforms where peers share sample papers, discuss strategies, and exchange insights.

Effective Strategies to Utilize GNDU Sample Papers

Simply practicing sample papers is not enough; students must adopt strategic approaches to maximize their benefits.

- Set a Realistic Exam Environment
 - Simulate exam conditions: Time yourself, avoid distractions, and adhere to the exam duration.
 - Use proper resources: Practice with the same type of paper (handwritten or digital) as the actual exam.

- Analyze Your Performance
 - Mark your answers and compare with model solutions or answer keys.
 - Identify mistakes and understand where you went wrong.
 - Track your progress over multiple practice sessions.
- Focus on Weak Areas
 - Review topics where you scored low.
 - Revisit the relevant chapters and seek additional resources if needed.
 - Practice more questions from those sections.
- Incorporate Past and Model Papers into Your Routine
 - Use sample papers as part of your regular revision cycle.
 - Gradually increase difficulty level by attempting previous years' question papers.
- Discuss and Clarify Doubts
 - Join study groups or seek guidance from teachers.
 - Analyze solutions thoroughly to understand the methodology.

Benefits of Regular Practice with GNDU Sample Papers

Consistent practice with sample papers yields multiple advantages:

Improved Exam Readiness

Students become familiar with the question style, reducing surprise elements during the actual exam.

Enhanced Time Management Skills

Practicing under timed conditions helps students allocate appropriate time to each section or

question.

Better Answer Presentation

Regular practice encourages clarity, conciseness, and proper structuring of answers, which can positively impact scores.

Reduced Exam Anxiety

Preparedness breeds confidence, reducing stress and anxiety associated with exams.

Identification of Knowledge Gaps

Sample papers highlight areas that need further revision, enabling targeted study.

Common Challenges and How to Overcome Them

While GNDU sample papers are invaluable, students often face certain challenges:

Limited Access to Quality Sample Papers

Solution: Rely on official sources and verified educational platforms. Avoid dubious websites that may provide outdated or incorrect papers.

Time Constraints During Practice

Solution: Start practicing early and gradually increase the difficulty level. Use timers to simulate real exam conditions.

Over-Reliance on Sample Papers

Solution: Balance practice with comprehensive syllabus coverage. Use sample papers as a supplement, not a substitute, for thorough studying.

Difficulty in Understanding Solutions

Solution: Seek guidance from teachers, online tutorials, or peer groups. Focus on understanding the reasoning behind each answer.

Future Trends: Digital Resources and Sample Papers

The advent of digital learning has transformed how students access and utilize sample papers. Key trends include:

- Online repositories: Universities and educational platforms offering downloadable sample papers.
- Mobile apps: Dedicated apps providing access to sample papers, mock tests, and interactive quizzes.
- E-learning portals: Integrated platforms offering video explanations, solution walkthroughs, and practice tests.

Students should leverage these digital tools to enhance their preparation and stay updated with the latest exam patterns.

Conclusion

In conclusion, GNDU sample papers are indispensable resources for students aiming for academic excellence at Guru Nanak Dev University. They serve as practical tools for understanding the exam format, practicing time management, and assessing one's preparedness. By approaching sample papers strategically—setting a simulated exam environment, analyzing performance, and focusing on weak areas—students can significantly improve their chances of success. As the academic landscape evolves with digital innovations, staying proactive and utilizing these resources effectively will empower students to navigate their exams confidently and achieve their academic goals. Whether you are a first-time examinee or a seasoned student, integrating GNDU sample papers into your study routine can make a substantial difference in your performance and overall learning experience.

Question Where can I find the latest GNDU sample papers for practice? You can access the latest GNDU sample papers on the official Guru Nanak Dev University website under the 'Examinations' or 'Downloads' section. **Are GNDU sample papers available for all courses and semesters?** Yes, GNDU provides sample papers for most courses and semesters to help students prepare effectively for their exams. **How can GNDU sample papers help in exam preparation?** GNDU sample papers familiarize students with the exam pattern, question types, and marking scheme, aiding better preparation and time management. **Are the GNDU sample papers updated annually?** Yes, the university updates its sample papers regularly to reflect the latest syllabus and exam pattern changes. **Can I download GNDU sample papers in PDF format?** Yes, most GNDU sample papers are available for download in PDF format from the official university website. **Do GNDU sample papers include previous years' question papers?** Some sample papers may include previous years' questions; however, for comprehensive practice, students should also refer to actual past exam papers available online. **Are there any online platforms offering GNDU sample papers?** Yes, several educational websites and coaching platforms provide GNDU sample papers and

practice tests for students. How can I use GNDU sample papers effectively for my exam revision? Use them to simulate exam conditions, practice time management, and identify weak areas to focus your revision accordingly. Is it advisable to rely solely on GNDU sample papers for exam preparation? While sample papers are helpful, it's important to study the entire syllabus, revise concepts, and practice previous years' question papers for comprehensive preparation. Where can I get additional guidance on solving GNDU sample papers? You can seek guidance from professors, join online study groups, or consult coaching centers that offer specialized assistance in solving sample papers.

Related keywords: GNDU previous year papers, GNDU model question papers, GNDU exam papers, GNDU sample question papers, GNDU degree papers, GNDU semester papers, GNDU PDF downloads, GNDU exam preparation, GNDU undergraduate papers, GNDU postgraduate papers

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