



Student Leave Application Form

Name :
Roll Number ;
M.Tech / MS / Ph.D :
Category : GATE / QIP / Sponsored
No. of Days :
From : To :
Nature of Leave Casual-Leave / Medical-Leave / Permission to attend Conference
(if sponsored with financial support)**
Reasons :
Date :

Recommended / Not Recommended

Signature of the Student

Signature of the Coordinator / Guide

Leave at credit :
Leave now applied :
Balance of Leave :

Office Assistant

Recommendation of the Recommending Authority: Recommended / not recommended

Decision: Leave sanctioned / not sanctioned

Signature of the sanctioning authority with date
Head of the Department

No of days of leave as per Institute regulations

1. Casual leave of 8 days per semester in addition to vacation if declared by the Institute.
2. Medical Leave : 7 days when supported by medical certificate issued by Institute Medical Officer if fell ill in the hostel / from a Govt. Medical Officer countersigned by Institute Medical Officer if fell ill outside the campus.