



Student Leave Application Form

Name :
Roll Number ;
Category : Regular / External / QIP / Project / Staff / Others
No. of Days :
From : To :
Nature of Leave Casual-Leave / Medical-Leave / Permission to attend Conference
(if sponsored with financial support)**
Reasons :
Date :

Signature of the Student

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

Office Assistant

Recommended / Not Recommended

Signature of the Guide

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

** All eligible leaves if it does not exceed ten days can be sanctioned by HOD. Permission / leave for attending conferences can be sanctioned by HOD if financial support is sanctioned by Dean (Academic)

No of days of leave as per Institute regulations

Research scholars (all categories): casual leave 8 days per semester (not more than 5 days at a stretch)
Medical Leave with supporting Certificate: 7 days maximum
Maximum 10 days during the vacation or inter semester recess by HOD on recommendation by guide. Can be carried over to other semesters subject to a maximum of 15 days.