



ACADEMIC OFFICE

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Phone : +91- 431- 2503011, E-mail : phdsection@nitt.edu

Student Leave Application Form

Name	:	
Roll Number	:	
Category	:	Regular / External / QIP / Project / Staff / Others
No. of Days	:	
Duration	:	From: _____ To: _____
Nature of Leave	:	Casual Leave / Permission to attend scientific event / workshop (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

The Ph.D. / MS (by Research) / M.Tech. are eligible only for casual leave. Participation of any of these categories in any scientific event /workshop in India or abroad will be treated as 'Duty'. (F.NO.17-2/2014-TS.I dated 18th February, 2015)