



ACADEMIC OFFICE
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Application Form for Maternity Leave

Name	:	
Roll Number	:	
Department	:	
Category	:	Full Time (Institute Scholarship (HTRA) / Other Fellowship (QIP / ICCR / JRF / CSIR / DST / DAE / NBHM / etc.) / Project / Non-Stipendiary)
Date of Registration	:	
No. of Days	:	
Duration	:	From: To:
Date	:	
No. of Surviving Children	:	

Signature of the Scholar with date

Recommended / Not Recommended	Recommended / Not Recommended
Signature of the Guide	Head of the Department

Associate Dean (M.S./ Ph.D.)	Dean (Academic)
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Note:

1. A female Scholar of the Institute with less than 2 surviving children be granted Maternity Leave for a period of 180 days. (Rule 43 (i)) *, will be applicable within the duration of HTRA assistantship.
2. During maternity leave, the scholar shall be paid HTRA as per institute norms. (Rule 43 (ii)) *
3. Maternity Leave shall not be debited against the leave account. (Rule 43 (v)) *
4. The leave applications are forwarded through the Guide / HoD along with necessary medical reports to the Ph.D. Section for further approval and records.

*** Leave rules as approved by the institute.**