PG STUDENTS
APPLICATION FOR LEAVE

1. Name: ____________________________________________________________

2. Roll No: ___________________________________________________________

3. Whether registered for Thesis Units       Yes/No       (Please tick one)

4. Whether availing institute Assistantship Yes/No       (Please tick one)

5. Contact No: _______________________________________________________

6. Nature of Leave: *General / Medical/Vacation/Duty       (Please tick one)

7. Period of Leave ________ days from _________________ to ________________

8. Purpose: _________________________________________________________

Signature with Date

Supervisor
(If registered for thesis units)

Leave Sanctioned/or not

TA Supervisor
(If availing institute Assistantship)

Head, EE/ACES

Convener, DPGC

Note:
*General: Maximum of 06 days per Semester
Medical: Maximum of 08 days per Semester (Medical Certificate to be attached)
Vacation: Maximum of 15 days per Semester (During Institute Vacation Only)