

**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)