



Leave Application for PhD Students

Annexure-1

Date- _____

Ordinary Leave		Maternity Leave	
Others			
Academic/On duty Leave (max 1 year during entire programme)			Remarks, if any:

1. Name:		2. Guide Name	
3. Department:		4. Roll. No.:	
5. Leave Summary			
Type of Leave	From	To	No. of days
Total No. of days applied for			
In case of Holidays	Type of Leave	Prefixing Date	Suffixing Date
6. Purpose of leave:		Contact No:	
7. Address & email during leave of absence:			
8. Date of joining after Leave			

The leave applicant must fill up the table as per Google sheet shared to him/her			
Leave available as on date of leave application	No. of days leave sought	No. of days leave available after availing leave	Sign. of Applicant with date

Declaration: "I hereby declare that the information provided above is correct. I understand that misrepresentation may lead to disciplinary action."

Please see overleaf for important instructions.

Forwarded	Recommended / Not Recommended	Approved / Not Approved	For Information of
Supervisor	DPGC / RPC Member	Head of Department	Hostel Warden /DoSA

For Office Use			
Verified and entered in Leave Records			
	Dealing Assistant / Superintendent Office of Academic Affairs	AR /Sr. Assistant Registrar (AA) / Dy Registrar (AA)	

Important Instructions:

1. Details of leave that can be availed:

S. No.	Type of Leave	Maximum Leave Duration	Applicable for
1.	Ordinary Leave	30 Days per year	Ph.D. students
2.	Academic Leave	Maximum 1year	Ph.D. students
3.	Maternity Leave	As per the Government of India norm	Ph.D students

2. Checklist of Attachments (if applicable):

- Medical Certificate
- Travel Details
- Supervisor email approval (if applicable)
- Any other supporting document: _____

3. The leave form after the approval of the HoD is to be submitted to the Office of Academic Affairs

4. Application for leave exceeding 15 days or a period of absence not falling under the above categories shall be routed through the proper channel on a written document. The Dean of Academic Affairs shall be the Competent Authority to approve such leave/period of absence.
