



Leave Application Form for Students

Leave Details

Type of leave*					
Leave availed during current semester/year		Available leave balance			
Name				Roll No.	
Programme				Department	
Hostel Address	Hall No.			Room No.	
Leave Applied For	No. of Days		From		To
In Case of Holiday	Prefix Date(s)			Suffix Date(s)	
Purpose of Leave					
Address During Leave					
Contact No.					
S. No.	Course No.	Instructor		Instructor's Signature	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Date:

Student's Signature

Thesis Supervisor
(For Ph.D. Students)

Hostel Warden

Permitted/Not Permitted

Associate Dean, Academic Affairs

* Please turn over for types of leave and entitlement.

General Instructions:

S. No.	Type of Leave	Maximum Leave Duration	Applicable for
1.	Short Leave	Max 7 days/per semester	BS-MS students
2.	Medical Leave *	Max 15 days/per semester	All students
3.	Casual Leave +	Max 8 days/year	Integrated Ph.D. and Ph.D. students
4.	Vacation Leave	Max 15 days/semester	Integrated Ph.D. and Ph.D. students
5.	Leave Until Oral Examination #	-	Integrated Ph.D. and Ph.D. students
6.	Semester Leave	Maximum 2 semesters for the entire course of study	All students

* Medical Certificate to be attached for medical leave.

+ Casual leave will be not allowed for more than 5 days at one time.

Student will have to register every semester, with a registration charge of Rs. 5000/- on the date specified by the Institute, while on leave until oral examination.

Students will have to register and pay full fee while on semester leave.