



Casual / Vacation Leave Application for MTech Students

Name of the Student	:	
Roll Number	:	
Department	:	
Program	:	MTech
Type of Leave	:	Casual Leave / Vacation leave (MTech)
Purpose of Leave ¹	:	
Leave applied for :	_____ Days	From:_____ To:_____

Arrangement of TA duties during the period of leave:

Nature of TA duty	Name and Roll Number of the alternate Student handling the duties	Signature of the alternate Student (s)*

*To be signed only if the alternate person(s) agree to carry out the duties of the Student applying for leave.

Date:

Signature of Applicant

Recommendation of the Guide/Project Mentor:	Recommendation of the faculty whose course the student is doing TA duty for:	Approval of the Program Coordinator
Recommended/Not Recommended	Recommended/Not Recommended	Recommended/Not Recommended
Name and Signature	Name and Signature	Name and Signature

Leave form should be submitted through Department Office

For use by Academics Section

Balance of leave as on date	Leave applied for (no. of days)	Balance

Dealing Staff

Officer In-charge(Academics)

Grant of leave by the Associate Dean (PG):

Sanctioned/Not Sanctioned

¹ Enclose supporting documents such as medical certificate, internship offer, undertaking (only in case of Internship) etc.