



**Casual / Duty/ Vacation Leave Application for MTech Students**

Name of the Student	:	
Roll Number	:	
Department	:	
Program	:	MTech
Type of Leave	:	Casual Leave/ Duty Leave/ Vacation leave (MTech)
Purpose of Leave <sup>1</sup>	:	
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 Project Mentor/ Faculty Advisor :	Recommendation of the faculty whose course the student is doing TA duty for:	Recommendation of the Head of the Department::
Recommended/Not Recommended	Recommended/Not Recommended	Recommended/Not Recommended
<b>Name and Signature</b>	<b>Name and Signature</b>	<b>Name and Signature</b>

**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

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