



**Medical / Maternity/Paternity / Temporary Withdrawal / Relief for taking up
Employment Application for Research Scholars**

| | | |
|-----------------------------|---|---|
| Name of the Scholar | : | |
| Roll Number | : | |
| Department | : | |
| Programme | : | MS(by Research) / PhD |
| Type of Leave (Please tick) | : | Medical / Maternity / Paternity / Temporary Withdrawal / Relief for taking up Employment* |
| Leave applied for | : | From: _____ To: _____ |

Reason for Leave¹:

Date: _____

Signature of Applicant

| | | |
|------------------------------|---|-----------------------------|
| Recommendation of the Guide: | Recommendation of the Chairperson of DC or MSC: | Recommendation of the HoD: |
| Recommended/Not Recommended | Recommended/Not Recommended | Recommended/Not Recommended |
| Name and Signature | Name and Signature | Name and Signature |

*Permitted only after completion of 2.5 years of programme.

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 | Remarks (Senate Approval Required and taken, not required as per regulations, etc) |
|-----------------------------|---------------------------------|---------|---|
| | | | |

Dealing Staff

Officer In-charge (Academics)

| | |
|---------------------------------------|---------------------------|
| Recommended/Not Recommended | Sanctioned/Not Sanctioned |
| Associate Dean (Academics, PG) | Dean (Academics) |

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