

National Institute of Technology Calicut
LEAVE APPLICATION FORM RESEARCH STUDENTS

Name of the Student :

Reg No : Category: FT/QIP/QIP(Poly)/Sponsored

Programme/Branch/Semester/Class:

Period of Absence : From: To:
: Number-of-days of Leave =

Nature of Leave : Casual-Leave/Medical-Leave/ Permission to attend–
Conference (if sponsored with financial support)**/

Reason for Leave-of-Absence :

Supporting Documents Attached :

Signature of Student :

Number of days of Leave :

Leave Already availed (No of days)	Leave applied for now (No of days)	Still available (un availed) after this (No of days)
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Recommendation of the Guide :

Recommended/Not recommended with date :

Decision : Leave sanctioned / Not sanctioned

Signature of the sanctioning authority with date

Head of the Department/Dean(Academic**) :

*** All eligible leaves if it does not exceed ten days can be sanctioned by HOD. Permission / leave for attending conferences can be sanctioned by HOD if financial support is sanctioned by Dean(Academic)*

No of days of leave as per Institute Regulations(R21)

Research scholars (all categories) : casual leave 8 days per semester(not more than 5days at a stretch)

Medical Leave with supporting Certificate : 7 days maximum

Maximum 10 days during the vacation or inter semester recess by HOD on recommendation by guide.

Can be carried over to other semesters subject to a maximum of 15 days.