

# National Institute of Technology Calicut

## LEAVE APPLICATION FORM FOR PG STUDENTS

Name of the Student

Reg No:

Category: GATE/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 :

<i>No of days of Leave already- availed</i>	<i>No of days being applied-now</i>	<i>No of days still-available after this (un-availed)</i>

Recommendation by Programme Coordinator/Guide: :

Recommendation of the Recommending Authority: Recommended/Not recommended  
with date :

Decision : Leave sanctioned / Not sanctioned

Signature of the sanctioning authority with date

Head of the Department/ Dean(PGS&R\*\*):

:

-----  
*No of days of leave as per Institute regulations*

**M Tech Students (all categories):** Casual leave of 8 days per semester in addition to vacation if declared by the Institute. Medical Leave: 7 days when supported by medical certificate issued by Institute Medical Officer if fell ill in the hostel / from a Govt Medical Officer countersigned by Institute Medical Officer if fell ill outside the campus.