



# NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

Department of Chemical Engineering

G.E Road, Raipur – 492010, Chhattisgarh

## Leave Application Form (Ph.D / M.Tech Students)

Name of the Student:.....

Date: .... / ..... / 20...

Programme: Ph.D / M.Tech

Semester:.....

Roll / Reg No: .....

### Leave Particulars

|   |                                                   |                                           |     |
|---|---------------------------------------------------|-------------------------------------------|-----|
| 1 | Leave requested for (days)                        | No of days:.....<br>From : _____ to _____ |     |
| 2 | Type of leave                                     | Casual Leave / Medical Leave              |     |
| 3 | Purpose/reason for the leave :                    |                                           |     |
| 4 | Leave already taken in this semester              | No of days:                               | CL: |
|   |                                                   |                                           | ML: |
| 5 | Balance leave available for this semester (days): | No of days:                               | CL: |
|   |                                                   |                                           | ML: |
| 6 | Address for communication during leave days:      | Mobile No:<br>Email:                      |     |

**Student Signature**

**Leave verified by**  
(As per Sr.No: 3 & 4)

Department office staff

Signature of faculty in-charge (for TA)

(Recommended/ Not recommended)  
Signature of PG coordinator / Guide

(Leave approved / Not approved)  
Signature of HOD