



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्र प्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kondrupolu, Tadepalligudem - 534101
West Godavari District, Andhra Pradesh - India

M. Tech. / Ph.D. (Regular) Student Leave Application Form

| | | | | |
|--|---|------------|--------------|--------------|
| Name | | | | |
| Roll Number | | Department | | |
| Category | M. Tech. / Ph.D. (Regular) | | | |
| Nature of Leave | | | | |
| Period of Leave | From: | To: | No. of Days: | |
| Sunday and Holiday, if any, proposed to be prefixed/suffixed to leave suffix | Prefix | From: | To: | No. of Days: |
| | Suffix | From: | To: | No. of Days: |
| Nature of Leave | Casual Leave / Attending scientific event / Workshop / Research Collaboration Work / Others | | | |
| Purpose | | | | |
| Address during leave period | | | | |
| Whether out station leave required | (Yes / No) (If yes please furnish the dates and place) | | | |

Signature of the Student

For Department / School office Use

| Leave at credit (A) | Leave now applied (B) | Balance of Leave (A-B) |
|---------------------|-----------------------|------------------------|
| | | |

Office Assistant

Recommended / Not Recommended

Signature of the Supervisor

Decision: Leave sanctioned / not sanctioned

**Signature of the sanctioning authority with date
Head of the Department**

The M. Tech./Ph.D. students are eligible only for casual / Medical leave. Participation of any of these categories in any scientific event /workshop in India or abroad will be treated as 'On Duty'.