



**DEPARTMENT OF AEROSPACE ENGINEERING**

**LEAVE APPLICATION FORM FOR PG STUDENTS**

Name of Student: \_\_\_\_\_ BT-MT Dual / M.Tech / Ph.D

Roll No: \_\_\_\_\_ Hostel Address: Room No. \_\_\_\_\_ Hostel No. \_\_\_\_\_

**CURRENT REGISTRATION :**

S.No.	Course No.	Instructor-Incharge

**LEAVE APPLIED FOR: (Mention the dates of leave)**

1. Casual Leave: \_\_\_\_\_  
(Maximum of 6 days during the semester)

*Leave will not allowed for longer than 6 days during a semester and 4 days during the summer term. The Casual leave cannot be combined with any other kind of leave, and will not be carried over.*

2. Medical Leave: \_\_\_\_\_  
(Maximum of 8 days during the semester)

*Leave will not allowed for longer than 8 days per semester and 4 days during the summer.*

3. Personal Leave: \_\_\_\_\_  
(Maximum of 10 days during the semester)

*Leave during the summer up to maximum of 10 days. However, this 10-day cap will not be enforced when semesters are not in progress and during the summer term. Unavailed leave may be carried over to the next semester in the academic year up to a maximum of 15 days.*

**NOTE:** Attach medical certificate for medical leave.

**Purpose of Leave:** \_\_\_\_\_

**Address of Leave:** \_\_\_\_\_

**I certify that no examination has been scheduled during this period.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student)

**Recommended / Not Recommended**

**Recommended / Not Recommended**

\_\_\_\_\_  
**Thesis Supervisor**

\_\_\_\_\_  
**DPGC Convener**

**Leave Sanctioned / Not**

\_\_\_\_\_  
**Head**