



# राष्ट्रीय प्रौद्योगिकी संस्थान मिज़ोरम

## NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under Ministry of Education, Govt. of India)

चलत्लांग, आइज़ोल, मिज़ोरम / CHALTLANG, AIZAWL, MIZORAM – 796012

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### **APPLICATION FOR LEAVE (M.Tech/ Ph.D/ JRF/ SRF)** **Date:**

1. NAME : \_\_\_\_\_

2. REGISTRATION No. : \_\_\_\_\_

3. DEPARTMENT : \_\_\_\_\_

4. NAME OF THE SUPERVISOR : \_\_\_\_\_

5. LEAVE APPLIED : \_\_\_\_\_

6. No. OF DAYS (PERIOD) : from \_\_\_\_\_ to \_\_\_\_\_

7. PREFIXED : from \_\_\_\_\_ to \_\_\_\_\_

8. SUFFIXED : from \_\_\_\_\_ to \_\_\_\_\_

9. REASON/ GROUNDS : \_\_\_\_\_

10. ADDRESS IN CASE OF GOING : \_\_\_\_\_  
OUT OF STATION

11. ALTERNATE : \_\_\_\_\_  
ARRANGEMENT FOR CLASSES  
AND OTHER ACADEMIC WORK

Signature of the Applicant

#### For office use:

Total Leave	30 days in a calendar year	Signature of Leave recorder
Leave availed till date		
Leave at balance		

#### Recommendations:

Recommended/ Not recommended	Recommended/ Not recommended	Recommended/ Not recommended
Name and Designation of the Supervisor	Name and Designation of the Coordinator	Signature of HoD

- Out of 30 days leave, a maximum of **15 days of leave is permitted in a semester**.
- A student is eligible for **4 months maternity leave or 15 days of paternity leave** as applicable only once during the **Ph.D Programme**.
- To attend **conference/ seminar/ workshop/ training/ short-term courses**. A Maximum of **20 days** of leave is permissible **in a calendar year**.
- A maximum of **30 days of leave in a semester** is permissible for field trip such as data collection, survey work, etc.