



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.