

Leave Application for PhD scholars

(The application complete in all respect should be submitted to Dean-A&R/ Dean-RID by the scholar)

Date of application:

1. Name of Student:

2. Month/Year of Registration:

Enrolment No.:

3. Status: Part Time/Full Time:

4. Receiving PhD fellowship (Yes/ No):

5. Source of Fellowship (Institute/ JRF/ SRF/ Project, etc.):

6. Department:

7. Supervisor(s): 1.

2.

8. Leave Duration: From (Date):

To (Date):

Total (days):

9. Reason for the Leave:

10. Leaves already availed (No.):

(Signature of the student)

Signature of the Supervisor(s)

Signature of the HoD

For office use only

Comments of Dean (A&R)/ Dean (RID):

Vice-Chancellor: Approved/ Not Approved

Registrar:

For notification to scholar with a copy to PhD coordinator/
supervisor(s)/ HoD/ Accounts for records and necessary action