

National Institute of Technology Mizoram

Department of Computer Science and Engineering
(An Institute of National Importance under Ministry of HRD, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM – 796012

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APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES

(To be submitted in duplicate to the Department Office. Please do not submit to Academic Section) (For U.G., P.G., Research Scholars and Fellows, Research and Teaching Assistants) (Please do not use this form for visiting other institutions / industry for academic work)

Nature of Leave

Personal Leave Medical Leave

1. Name :
2. Roll No.: _____ 3. Department : _____
4. Reasons for seeking leave (Give details) :
5. Period: From _____ To _____
6. No. of working days of absence : _____
7. Leave already availed during the semester : Medical _____; Personal _____
8. Address during the leave with Tel. No. _____

9. I understand that this leave does not entitle me to extra classes, alternative examination, credit for class tests / home assignments or mess rebate.
10. Enclosures: _____

- * B. Tech and M.Tech students can take personal leave only for a serious medical problem in the family, but not for other casual reasons.
- * Medical leave may be availed for days of recommended "medical rest" in excess of 5 working days in a semester.

Photocopy of medical card with Institute Medical Officer's recommendation enclosed. In case of out station illness, all relevant medical papers (prescriptions, medicine purchase receipts, diagnostic reports etc) are also enclosed along with endorsement by Institute Medical Officer.

Signature of the Applicant
(With Date)

11. Remarks and/or recommendation of the Faculty advisor

Signature of the Head of the Department
(With Date)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12. certified that(nature of leave) for(period) from.....to
.....as admissible under Ruleof the Central Civil Services (Leave) Rules, 1972.

Signature of the Controlling Officer
(With Date)

13. Orders of the authority competent to grant leave.

Registrar/Director

Note : Heads of Departments are requested to forward both copies of this application to Academic Section. When the approval is received from the Academic Section, please pass it on to the Faculty Advisor for onward transmission to the student.