

## The LNM Institute of Information Technology, Jaipur

### PG (M.Tech., M.S., M.Sc.) & Ph.D. STUDENT LEAVE APPLICATION FORM (To be filled by the student and recommended by faculty member(s) mentioned)

Date of application:		
Student's Name:		
Student's Roll Number:		
Student's Department:		
Degree being pursued by student:		
<b>TYPE OF LEAVE APPLIED FOR</b> (as per rules contained in Institute Leave Policy for Employees)	<b>FROM</b>	<b>TO</b>
Casual Leave		
Earned / Personal Leave		
On-Duty Leave		
Special Casual Leave		
Leave Without Pay		
Any other Leave <i>(specify the kind of leave being applied for)</i>		
Student's Signature		
<b>Leave Records of The Current Academic Year / Semester To Be Filed By Dean Office / Academic Office</b>		
<b>Type of Leave</b>	<b>Leaves Taken</b>	<b>Leave Balance</b>
Casual Leave		
Personal Leave		
Other		
Leaves Verified By		
Recommendations by Faculty Members <i>(Who are being helped by the student in Coursework, Lab, etc. If not applicable, mention so)</i>		
Recommendation by Thesis Supervisor <i>(If Thesis Supervisor(s) have been assigned)</i>		
Recommendation by HOD		
Recommendation by DOAR / DOAA		
Approval by Director / DOAR / DOAA		