 **The LNM Institute of Information Technology, Jaipur**

**PG STUDENT LEAVE APPLICATION FORM**

*(To be filled by the student and recommended by faculty member(s) mentioned)*

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| --- | --- | --- | --- |
| Date of application: |  | | |
| Student’s Name: |  | | |
| Student’s Roll Number: |  | | |
| Student’s Department: |  | | |
| Degree being pursued by student: |  | | |
| **TYPE OF LEAVE APPLIED FOR**  *(as per rules contained in Institute Leave Policy for Employees)* | **FROM** | | **TO** |
| **Casual Leave** |  | |  |
| **Earned / Personal Leave** |  | |  |
| **On-Duty Leave** |  | |  |
| **Special Casual Leave** |  | |  |
| **Any other Leave**  *(specify the kind of leave being applied for)* |  | |  |
| **LEAVE ALREADY TAKEN IN THE CURRENT ACADEMIC YEAR** | | | |
| Casual Leave |  | | |
| Personal Leave |  | | |
| Other |  | | |
| **Student’s Signature** | |  | |
| **Recommendations by Faculty Members** *(Who are being helped by the student in Coursework, Lab, etc. If not applicable, mention so)* | |  | |
| **Recommendation by at least one Thesis Supervisor** *(If Thesis Supervisors have not been assigned, HOD should recommend)* | |  | |
| **Recommendation by AC-PGC Chairperson** | |  | |
| **Approval by Director/ AC-PGC** | |  | |