



राष्ट्रीय प्रौद्योगिकी संस्थान, मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM
(An Institute of National Importance under Ministry of HRD, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2341699 / 0389-2341236 / 0389-2341774

Email: nit_mizoram@nitmz.ac.in

APPLICATION FOR LEAVE (M.TECH/PH.D/JRF/SRF)

DATE:

NAME : _____
REGISTRATION NUMBER : _____
DEPARTMENT : _____
NAME OF THE SUPERVISOR : _____
LEAVE APPLIED : _____
NO. OF DAYS (PERIOD) : _____
REASON/ GROUND : _____
ADDRESS IN CASE OF GOING OUT OF STATION : _____
ALTERNATIVE ARRANGMENT FOR CLASSES & 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 Supervisor/Guide	Name and Designation of M.Tech/Ph.D Coordinator	(Sig 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 **PhD Programme.**
- To attend **conferences/seminars/workshops/trainings/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 trips such as data collection, survey work, etc.