



यांत्रिक इंजीनियरिंग विभाग  
**Department of Mechanical Engineering**  
(National Institute of Technology Mizoram, Aizawl, Mizoram)

NIT-MZ/ ME/ B-01/ 2022/ 02

Date: 21-09-2022

NIT-MZ/ ME/ B-02/ 2022/ 01

NIT-MZ/ ME/ B-03/ 2022/ 01

**NOTIFICATION**

It may be brought to the attention of the students [B. Tech, M. Tech & PhD] that all kind of **SPECIAL LEAVE** such as Medical Leave, Placement / Campus Interview, etc will be approved by the HoD subjected to **forwarding & recommendation** of **B. Tech Coordinator** (for B. Tech students), **PG & PhD Coordinator** (for M. Tech & PhD students), respectively.

For medical leave, medical certificate must be enclosed along with the application. Besides, for placement / campus interview related leave, application should be submitted by the Placement Coordinator. The application will be made to respective B. Tech / PG Coordinator who will forward & recommend to HoD for approval.

For PhD students, all the application/mail must follow the order; **PhD Student** → **PhD Supervisor** → **PhD Coordinator** → **HoD**. For certain scenario, the leaves will be approved by the Competent Authority, for such cases, HoD will follow the official protocol notified by the Institute only after the aforesaid order is observed.

This shall come into force with **immediate effect** until further [amended] notification is issued.



Dr. Saurav Suman  
Head  
Department of Mechanical Engineering  
NIT Mizoram

Copy for information and necessary action to:

1. Departmental Members – Faculties.
2. B. Tech / PG & PhD Coordinator – note and act accordingly
3. Department Webpage – for circulation.
4. Concerned File.

  
Dr. Saurav Suman  
Head  
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