



## LEAVE APPLICATION for PhD Scholars(QIP)

Name of the Scholar	
Roll No.	
Department	
Category	QIP
Type of Admission	Direct PhD / Regular / Part-time / M.Tech-PhD/
Date of Admission	
Name of the Guide	
Type of Leave	Casual / Vacation / Medical / ON-Duty
Duration of leave	From _____ To _____
Reason for Leave	
Leave particulars	Leave at credit: _____ Applied: _____ Balance: _____

\*Attach supporting documents for medical leave/ ON-Duty

Recommended/Not Recommended

Signature of Applicant with date

Signature of the Guide

**Leave Rules:**

As per AICTE Guidelines Scholars are eligible for following leaves:

*Casual leave* : 15 days in an academic year.

*Medical leave* : Maximum of one month (30 days) in an academic year.

*Maternity/Paternity leave* : Candidates are eligible for Maternity/ Paternity leave as per Govt. of India norms issued from time to time at full rates of scholarship etc. Once during the tenure of their award. However maximum duration of scholarship will not be extended in any circumstances.

\*Note: Prior approval of the QIP center is mandatory for all types of leaves.