

# **NITIE Fellow Programme**

## **APPLICATION FOR CASUAL LEAVE / RESTRICTED HOLIDAY (Tick as applicable)**

(Kindly Fill in BLOCK LETTERS)

Maximum admissible during the Calendar Year: CL: 10 Days, RH: 02Days

1. Details of Student:

(a) Name: \_\_\_\_\_

(b) BatchNo. \_\_\_\_\_

(c) Roll No. \_\_\_\_\_

2. Total No. of Casual leave **availed** till date: \_\_\_\_\_

3. Details of Casual leave now **required**:

<u>S.No.</u>	<u>From</u>	<u>To</u>	<u>Total No. of Days</u>	<u>Reason of Availing Present Leave</u>

4. Weather leaving headquarters:      Yes/No      (Tick as applicable)

5. Details during Leave:

<u>S.No.</u>	<u>From</u>	<u>To</u>	<u>Total No. of Days</u>	<u>Contact Address, Email Id, Mobile No.</u>

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

6. Recommendation of:

(a) Deputy Registrar (Academics): \_\_\_\_\_

(b) Guide(s) : \_\_\_\_\_

7. Approval of Fellow Programme Coordinator: \_\_\_\_\_