

DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING

Must be submitted to Materials Science & Engineering Office at least two days advance
duly signed by the thesis guide & task in-charge.

NAME.....Roll No.....

Academic year 20 - 20 Semester - I / II

Type of leave applied **Personal Leave (15 days)/Casual Leave (6 days)**
Medical Leave (8 days) / Duty Leave per semester

Number of days leave applied fordays From.....To

Purpose of leave.....

Permission to Leave Station From (Date & Time).....

Return back on (Date & Time).....

Recommended/Not recommended

I have informed by task in-charge about my absence and no urgent work or paper is
pending with me.

.....
Signature of Task In-charge

.....
Signature of Guide

.....
Signature of the Student

(For MSE office use only)

Application received on

(Convener, DPGC)

Leave so far due/Balance:

1. Vacation.....days
2. Casual days
3. Medicaldays