



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

FORM - I (B)

LEAVE APPLICATION  
(Academic Leaves up to 20 days in a year)

1. Name of the applicant		M.Tech	PhD/PDF/RA	
2. Programme / Dept. / Semester				
3. Nature & Period of Leave (Academic Leaves up to than 20 days a year. Supporting documents to be attached)	Nature	From	To	No. of Days
4. Holidays, Prefixing / Suffixing	Prefix	From:	To:	No. of Days
	Suffix	From	To :	No. of Days
5. Reasons for leave				
6. Whether Station Leave permission required or not	Yes, From:	To:	NO	
7. Address while on leave				
	Contact Phone No. (if any):	Pin:		

Date\_\_\_\_\_

Signature of the Applicant  
Roll no:\_\_\_\_\_

Balance Leave as on date:\_\_\_\_\_ No of Days:\_\_\_\_\_  
(to be verified by JA ,Academic Sec before approval.)

Signature of JA:  
Date:\_\_\_\_\_

Remarks and / or recommendations by Supervisor/Faculty Advisor:

Signature of Supervisor/Faculty Advisor

Signature of HoD

Approved / not Approved

Signature of Dean (AA)