



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला  
National Institute of Technology Rourkela

(An Institute of National Importance under Ministry of HRD, Govt. of India)

From: NITR/AC/110

APPLICATION FOR LEAVE OF ABSENCE FROM CLASSES

(To be submitted in duplicate to the Department Office. Please do not submit to Academic Section)  
(For U.G., M.Sc, MBA and MA Students)

*(Please do not use this form for visiting other institutions / industry for academic work)*

Type of Leave:  Personal Leave\*  Medical Leave\*\*

1. Name : \_\_\_\_\_
2. Roll No.: \_\_\_\_\_ 3. Programme : \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Reasons for seeking leave (Give details) : \_\_\_\_\_
6. Period: From \_\_\_\_\_ To \_\_\_\_\_
7. No. of working days of absence : \_\_\_\_\_
8. Leave already availed during the semester: Medical \_\_\_\_\_; Personal \_\_\_\_\_
9. Address during the leave with Tel. No. \_\_\_\_\_
10. I understand that this leave does not entitle me to extra classes, alternative examination, credit for class tests / home assignments or mess rebate.
11. Enclosures: \_\_\_\_\_

\* UG, M.Sc, MBA and MA students can take personal leave only for a serious medical problem in the family or family calamity, but not for other casual reasons.

\*\* Photocopy of medical card with Institute Medical Officer's recommendation enclosed. In case of out station illness, all original medical papers are also enclosed along with endorsement by Institute Medical Officer in the prescribed form NITR/AC/114.

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

Recommended for approval: -----  Noted in appropriate Leave Register: -----

\_\_\_\_\_  
Faculty Adviser

\_\_\_\_\_  
Department Office

Recommended

Approved (Up to 10 days)

Recommended (Beyond 10 working days)

Approved

\_\_\_\_\_  
Head of the Department

\_\_\_\_\_  
Dean (Ac)

\_\_\_\_\_  
Director

To

Assistant Registrar (Academic) for records [UG, M.Sc., MBA and MA students]

Copy to : Student concerned (through HOD & Faculty Advisor)

Note: Heads of Departments are requested to forward both copies of this application to Academic Section. When the approval is received from the Academic Section, please pass it on to the Faculty Advisor for onward transmission to the student.