



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Imphal, Manipur, Ph. (0385) 2058566 / 2445812

E-mail:- admin@nitmanipur.ac.in , Website : www.nitmanipur.ac.in

An Autonomous Institute under MoE , Govt. of India.

LEAVE APPLICATION FORM FOR M.TECH STUDENTS

1.	Name of the applicant (in bold letters)	:	
2.	Enrollment Number	:	
3.	Name of the Supervisor	:	
4.	Semester	:	
5.	Leave allowed during the period	:	day(s)
6.	No. of days applied for	:	day(s)
7.	Period of leave applied for	:	From: To:
8.	Sunday & holidays, if any proposed to be prefixed/suffixed to leave	:	Prefix: Suffix:
9.	Purpose for which leave is applied for	:	
10.	Whether station leave permission is required	:	Yes () No () If yes, place to be visited:
11.	Address during the leave period with contact No. & email.	:	
12.	Arrangement of teaching load / examination duty / lab duties, etc		
	Date	From	To
			Name

Note: Students who are applying for Leave to attend Conferences / Workshops / Seminars, etc should produce proper documents in support and an official notification (by Registrar / Dean AA) to be issued in support of the application.

Signature with date of the applicant

Forwarding Remarks/ Recommendation of the Supervisor

Signature with date of M.Tech Coordinator
Supervisor (for 2nd Yr)

Certificate of availability of Leave

(to be filled by the Officer maintaining the Leave Record)

Leave allowed during the period	Leave Balance till date	No. of days applied for

Recommended / Not recommended

Signature of the Head of Department ()

Orders of the competent authority to grant leave (Registrar/Dean AA /Dean SW)

Sanctioned / Not Sanctioned

Signature with date

NB: The endorsed Leave Application Form should be submitted to the Office of the DEAN (Students Welfare) within 3 days of the grant of leave.

LEAVE RULES FOR M.TECH STUDENTS

(as per ordinance 2020)

ORDINARY LEAVE

- A full-time M.Tech Student is eligible to 30 days leave for every year. Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays.
- Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. However, a maximum of 5 days of such leave is allowed to avail at a stretch if student having any teaching assignment.
- However, a student can accumulate leave and avail a maximum of 30 days leave at a time in a year. The maximum number of carried over leave from one completed year to another is 15 days.

MATERNITY/PATERNITY LEAVE

- A student is eligible for 4-month maternity leave or 15 days of paternity leave as applicable only once during the M.Tech study programme.
- The Head of the Department ~~sanctions~~ maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Senior Medical Officer/Medical Officer of the Institute.

ACADEMIC LEAVE

Academic leave is permitted on the following grounds.

1.	• To attend conferences/seminars/workshops/training/short-term courses, a maximum of 15 days of leave is permissible in an academic year. • A maximum of 30 days of leave in a calendar year is permissible to field trips such as data collection, survey work etc. • Academic leave exceeding 30 days, but upto to a maximum of 60 days in a calendar year is approved by the Chairman, IPPC on the recommendation of the Supervisor and the Head of the Departments.
2.	• Academic leave of more than 60 days, but upto a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at NIT Manipur. On recommendation of the Supervisor, the doctoral committee (DC), the DPPC and Chairman, IPPC, the Chairman, Senate approves such an academic leave. Such cases are also to be reported to the Senate. • A student granted academic leave for one or more semesters pays prescribed fees in every semester. • If a registration date fails during the period of academic leave, a student completes the registration procedures at the expiry of his/her academic leave.

NB: In all cases, no of days eligible for any type of leave is to be decided by the Competent Authority / Senate based on recommendations of the DPPC. The above mentioned no of days is a general guideline only.