



APPLICATION FOR LEAVE

Instructions to the Students:

Inmates of the hostels should fill-up both parts (A & B) and get them signed by the counselor/advisor and submit the sheet to the warden concerned. If the student is leaving the campus, the application should reach the warden 48 hours before the departure. The warden will countersign Part A, and retain Part B in the hostel file. The student should get the Part A countersigned by the parent/guardian and submit it to the counselor after the leave period. Day scholars also can follow the same procedure except that Part B need not be filled up and that Warden's signature is not required.

PART A

Date:

Name:

Roll Number: AM.BT.

Program: B.Sc./M.Sc. Biotechnology/Microbiology/Bioinformatics **Semester:**

Batch:

Leave Period:

Grounds for Leave:

If Duty Leave, Recommendations of the Authority Concerned:

Leaving from: Campus/Hostel

Departure Date & Time:

Student

Counselor/Advisor

Warden

Parent/Guardian

PART B

Name:

Roll Number: AM.BT.

Program: B.Sc./M.Sc. Biotechnology/Microbiology/Bioinformatics **Semester:**

Batch:

Room Number:

Leave Period:

Leaving from: Campus/Hostel

Departure Date & Time:

Arrival Date & Time:

Student

Counselor/Advisor