(Please fill in all cages carefully)

 **APPLICATION FOR LEAVE**

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| 1.Name of applicant: Designation: Department/Branch: Date of appointment: |
| 2.Record of previous leave taken during the current academic year :  **Duration Type of Leave (Conference/Training/ Place** **with dates Study /Sabbatical/Vacation****(a)****(b)****(c)****(d)****(e)****(f )****(g)**(Particulars to be checked and certified by the Senior Assistant Registrar / Assistant Registrar of the relevant Faculty) |
| 3.Period of leave requested From: ………………………………………… To: …………………………………… Whether on full pay/ no-pay |
| 4.Type of leave required : (a) Study Leave (b) Sabbatical Leave (c) Vacation Leave (d) Medical Leave (e) Conference Leave/ Training Programme Leave |
| 5.Whether total/part expenses of travel and maintenance are met by the University/applicant/Agency (Give details): |

1. **Leave permitted during an academic year:**
2. 30 days for Conference/Workshops/Seminars
3. 30 days for training programmes.

 Provided that the total leave for I & II should not exceed 45 days.

1. Vacation Leave is granted only during the Vacations of the Faculty and will be for a maximum period of three months.

Please note that according to current guidelines no leave can be permitted beyond the periods stipulated.

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| 6. Where leave will be spent: Work applicant intends carrying out during the  period of leave (Please give outline.) |
| 7. Contact address of applicant during the period of leave: (Please note that any change of address must be communicated to the Senior Assistant Registrar/ Academic Establishments without delay) |
| 8. Arrangements made to cover applicant's work during the period of leave, in respect  (a) Teaching : (b) Administrative work : (c) Other work : |
| 9. Has applicant settled all accounts in Student Societies etc. where applicant is Senior Treasurer : Has applicant returned all Library Books : (Please see note) |
| 10. Whether applicant has completed all teaching assignments and examination work (Give details)  |
| 11. A brief description of how applicant intends to make use of the experience he/she gains to further his/her academic development and also benefit the University (where relevant only) : |
| 12. Date: ……………………………………. ………………………………………… Applicant's SignaturePassport No: ……………………………………… |

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| 13. (To be completed by Head of Department/Branch) Details of Staff (i) Whether adequate staff available for Yes …………... programs during the period of applicant's leave No……………. (ii) Whether satisfactory arrangements can be made to Yes …………...  cover applicant's teaching programme and other work : No……………. (iv) Whether applicant has completed all requirements  regarding examination and other work : Leave is recommended/not recommendedDate : ……………………… ………………………………………… Signature of Head of Department/ Branch |
| 14. Observation of Dean : ( If Head of Department is submitting application please indicate  arrangement for acting appointment) Date: …………………………... …………………………………………… Signature of Dean |
| 15. Vice Chancellor's observations : Date: ………………………….. …………………………………………… Signature of Vice - Chancellor. |
| 16. Decision of Council and Date: Whether allowed/ not allowed. Date: ………………………….. …………………………………………… Vice - Chancellor/Registrar. |

Note: All members of staff proceeding on study/sabbatical leave are expected to submit a certificate from the Librarian and Head of their Department that all library books and other items in their charge have been returned to the University before they are given permission to leave.