
	<b>DEPARTMENT OF CIVIL ENGINEERING</b> SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT		Ph. No. DCE: 2201841 / 2201842 Inst. (O): 2223371 to 2223374 FAX No. 2227334, 2228394 Email: <a href="mailto:hod@ced.svnit.ac.in">hod@ced.svnit.ac.in</a>
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## **Leave Application for M.Tech.**

**Date:**

1. **Student Name:**
2. **Roll No.:**
3. **Bio-metric ID No\*\*.: \_\_\_\_\_**
4. **Type of Leave Requested:** Casual / Duty\*
5. **Specialization:** (✓ whichever is applicable)

CTM	EE	GE	SE	TEP	UP	WRE

6. **Leave Details:**
7. **Leave Period:** On/From \_\_\_\_\_ to \_\_\_\_\_
8. **Total number of days Requested:**
9. **Alternate Arrangement:** (As per page no. 2)

**Student Signature**

**Through Supervisor**

**PG In-Charge**


### **Office Record**

Verified / Not Verified	
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**Head of Department**

\*In case of Duty Leave, please attach reference documents.

\*\*All fields are Mandatory

	<p align="center"><b>DEPARTMENT OF CIVIL ENGINEERING</b></p> <p align="center">SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT</p>		<p>Ph. No. DCE: 2201841 / 2201842  Inst. (O): 2223371 to 2223374  FAX No. 2227334, 2228394  Email: <a href="mailto:hod@ced.svnit.ac.in">hod@ced.svnit.ac.in</a></p>
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### **Alternative arrangement of classes**

**Name of research scholar:** \_\_\_\_\_

**Duration (dates):** From \_\_\_\_\_ to \_\_\_\_\_

**Purpose (reason) of leave:** \_\_\_\_\_

Date & Day	Class (B.Tech/M.Tech)	Subject (L/T/P)	Period	Research Scholar / TA to Whom Class is assigned	
				Name	Signature

**Date:**

**Signature:**