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| **Leave cum Tour Approval Form** ***(Students)*** |

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| **S. No.** | **Item** | **Particulars** | |
| 01 | Name of Student |  | |
| 02 | Department |  | |
| 03 | Roll No |  | |
| 04 | Places to be visited &  Purpose of the Tour  (Attach supporting document) |  | |
| 05 | Expenditure to be met from / N.A |  | |
| 06 | Date(s) of Conference/Symposium  (Circle the purpose) | From | To |
|  |  |
| 07 | Mode of Journey |  | |
| 08 | Additional Approval (if any) | 1. Approved Leave form | |
| 09 | Details of Leave (Attach approved leave form) |  | |
| From | To |
|  |  |
| Total leave of \_\_\_\_\_\_\_\_ days | |
| 10 | Date and time of leaving station |  | |
| 11 | Date and time of return station |  | |
| 12 | Address during period of tour |  | |
| 13 | Mobile Number and  Email during Tour |  | |

|  |  |
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| ***Date:*** | ***Signature of Student*** |
| ***Place:*** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Forwarded:***  ***Signature (with date) of Guide/Mentor*** | ***Recommendation:***  ***Signature (with date) of HoD*** | ***Recommendation:***  ***Signature (with date) of Assoc. Dean (R&D)*** | ***Tour Approval by***  ***Signature (with date) of Dean (R&D)*** |