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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 |  |

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

|  |  |  |  |
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| ***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)*** |