



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal

(Estb. by Ministry of HRD, Govt. of India)

**Office of Academic Affairs**  
Leave Application Form for Students

**Leave Details**

Type of leave*					
Leave availed during current semester/year		Available leave balance			
Name				Roll No.	
Programme				Department	
Hostel Address	Hostel No.		Room No.		
Leave Applied For	No. of Days		From		To
In Case of Holiday	Prefix Date(s)		Suffix Date(s)		
Purpose of Leave					
Address During Leave					
Contact No.					

S. No.	Course No.	Instructor	Instructor's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

I understand that there will be no make-up classes, labs or examinations and that it is my responsibility to study on my own to make up for the academic sessions that I have missed/will miss.

Date:

Student's Signature

Thesis Supervisor  
(For Ph.D. Students)

Dealing Assistant  
Department Office

Permitted/Not Permitted

Convener, DUGC/DPGC

Dean, Academic Affairs

Leave application should be submitted in the Office of Academic Affairs atleast 10 working days in advance and should proceed only after sanction of the leave.

\* Please turn over for types of leave and entitlement.

**General Instructions:**

S. No.	Type of Leave	Maximum Leave Duration
Leave applicable for BS-MS (Dual Degree) and first three years of Integrated Ph.D. students		
1.	Short Leave	7 days/per semester
2.	Medical Leave *	15 days/per semester
3.	Semester Leave ×	2 semesters during the entire course of study
Leave applicable for Ph.D. and fourth year onwards Integrated Ph.D. students		
4.	Annual Leave	30 days/year
5.	Leave Until Oral Examination #	-
Leave applicable for all students		
6.	Station Leave §	-

5th Year BS-MS students, Integrated Ph.D. and Ph.D. students can avail **Academic Leave** for carrying out project/research work outside the Institute.

\* Medical certificate to be attached for medical leave.

+ Casual leave will be not allowed for more than 5 days at one time.

# Student will have to register every semester, with a registration charge of Rs. 5000/- on the date specified by the Institute, while on leave until oral examination.

× Students will have to register and pay full fee while on semester leave.

§ Station leave must be submitted if the student leaves the station (i.e. Bhopal) during weekends/recess/Institute holidays.



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*Office of Academic Affairs*

**Contact Details**

1. Name: \_\_\_\_\_

2. Roll Number:

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3. Programme:

BS |\_\_| BS-MS |\_\_| Integrated Ph.D. |\_\_| Ph.D. |\_\_|

4. Year of Study

\_\_\_\_\_

5. Department  
(if applicable):

\_\_\_\_\_

6. Mobile No.

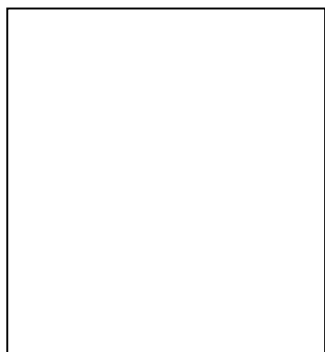
\_\_\_\_\_

7. Hostel Address:

Hostel No. \_\_\_\_\_ Room No. \_\_\_\_\_

8. Residential Address:

If there is any change in the postal address provided by you earlier, please submit form for change of address along with documentary evidence.



**Latest Color Photograph**



**Signature**



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Office of Academic Affairs

## Request for Change in Postal/Residential Address

1. Name:

\_\_\_\_\_

2. Roll Number:

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3. Programme:

BS |\_\_| BS-MS |\_\_| Integrated Ph.D. |\_\_| Ph.D. |\_\_|

4. Current Address

\_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

District

\_\_\_\_\_

State

\_\_\_\_\_

Pincode

\_\_\_\_\_

5. New Address

\_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

District

\_\_\_\_\_

State

\_\_\_\_\_

Pincode

\_\_\_\_\_

**Student's Signature**

**Note:** Please submit a proof (Elect. Bill/Rental Agreement etc.) of NEW POSTAL ADDRESS along with the form.



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**Requisition for issue of Bonafide Certificate /Duplicate Identity Card**

Name \_\_\_\_\_ Roll No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Pin |\_\_|\_\_|\_\_|\_\_|\_\_|

Contact No. \_\_\_\_\_ E-mail \_\_\_\_\_

**Request for the issue of:**

Name of the Document	Fee in ₹ (Per Copy)	Copies Required	Total Amount
Duplicate Identity Card	200/-	N. A.	
Bonafide Certificate	100/-		

**Reason** (Indicate briefly the reason for obtaining above document)

\_\_\_\_\_  
\_\_\_\_\_

Certified that the information given above is correct and fee submission receipt is attached herewith.

Place:

Date:

Signature

- Note:**
1. Prescribed fee must be submitted via SBI Collect and fee payment receipt must be submitted along with this form to Office of Academic Affairs.
  2. A passport size latest color photograph must be submitted for bonfide for bank.
  3. You can collect the requested documents, in person, after 3 working days of receipt of duly filled requisition form along with prescribed fee.

Received on Date \_\_\_\_\_ Signature \_\_\_\_\_