Research Centre for Modeling & Simulation (RCMS)

LEAVE APPLICATION FORM (<u>Students</u>)

Part-I: To be filled in and processed by the student (√ whichever is applicable).

Name: _____   **Regn No:** _____

(In block letters)

Degree: MS / PhD

Batch: _____

Phase: Course Work / Research

Status: On-Campus / Off-Campus

Research Progress:

Program	Specialization						
CS&E	AM	CS&N	CBE	ACS	SAC	CC	BI
SYSE	AAS	CS&N	CS	ACS	IA	C4I	
BI	CSB	CDD	TB				

Proposal/Synopsis Defence	Qualifying Exam Part A
Passed / Failed / Awaited	Passed / Failed / Awaited

Required Leave:

Sick	Emergency	Semester Break	Marriage			Any Other: _____
			Self	**Siblings**	**Near Family**	

From: _____   **To** _____   **Total Days:** _____

Reason (Detailed): _____

Faculty	Name	Rec/Not Rec	Remarks, If any	Signature with date
Instructor – 1				
Instructor – 2				
Instructor – 3				
Instructor – 4				
Supervisor				

Date: _____   *Signature:*_____

Applicant / Submitted by (Name)

Part-II: Leave Already Availed */to be filled in by Asst. Prog Coord, RCMS.*

Leave Category→	Sick	Emergency	Semester Break	Marriage	Any Other	Total Leave
Days						

Date: _____   *Signature:*_____

(Asst. Prog Coord)

	Rec/Not Rec	Remarks, If any	Signature with date
Prog Coord			
HoD			

APPROVED / NOT APPROVED

(Dean / Principal)

Leave entered in the attendance record on _____   **(Computer Operator)**

Instructions:

1. *All columns in Part-I should be filled by the student and submitted to Asst. Prog Coordinator after acquiring signature from the corresponding faculty members, as applicable.*

2. *Physical presence of the student in RCMS is necessary at the time of leave approval.*

3. *In case of emergency, the student must inform on telephone to any of the concerned authorities in the chain of approval.*

4. *Except emergency leave, student must proceed on leave only after confirmation of approval by the competent authority.*

5. *Except emergency leave, completion/submission of the leave application by the applicant is necessary. Otherwise, leave application will not be processed.*

6. *Leave application must be submitted to Asst. Prog Coordinator office at least two working days in advance from the start of leave.*

7. *Students doing course work can only avail emergency/sick leave.*

8. *For the students undergoing course work, leave will not be approved if the attendance is likely to decrease below 75%.*

9. *Students in research phase can avail total 68 days leave in one year with recommendation of his/her Supervisor.*

10. *For students in research phase, total leave duration includes semester breaks and availed leave.*

11. *Planned leave must be applied at least two weeks in advance.*

Maximum *Possible Leave Allocation:*

	Reason	Proposed leaves
1	Self-Marriage	14 days
2	Siblings Marriage	One week or 5 days
3	Near Family Marriage	2-3 days
4	Death of first relative	3-5 days
5	For student going outside Islamabad (within 400 Km)	1-2 traveling days
6	For student going outside Islamabad (beyond 400 Km)	2-3 traveling days

Specializations:

CS&E = Computational Science and Engineering	SYSE = Systems Engineering	BI = Bioinformatics
AM = Applied Mechanics	AAS = Autonomous Aerospace Systems	CSB = Computational Systems Biology
CS&N = Communication Systems and Networks	CS&N = Communication Systems and Networks	CDD = Computational Drug Design
CBE = Computational Biomedical Engineering	CS = Cognitive Systems	TB = Translational Bioinformatics
ACS = Applied Computer Science	ACS = Applied Computer Science	
SAC = System Analysis and Controls	IA = Information Assurance	
CC = Computational Chemistry	C4I = Command Controls Computers and	
BI = Bio-Informatics		