

MBS School of Planning and Architecture
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Rishi Jain Designation Assistant Professor
Leave From 21 April 2025 to Total Days 01 (ONE)
Purpose Ph.D. Work

Address during Leave B-2B, Shakti Nagar
Extension, Ashok Vihar

Telephone / Contact Number
9992220799

Important work / item requiring special attention during my absence which I am supposed to attend.

- AP-302 AD-VI (3A)
Ravi Sir - (ON Leave.) (Signature of the employee)
Amrita Mam - 3rd floor
9/04/2025
Place: New Delhi
Date: 21 April 25

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Bsh 16/04/2025
Signature of Head of Deptt.

✓
Allowed for
paid leave





MBS Admin <admin.college@mbsarchitecture.org.in>

Request to grant leave for 05.05.2025.

1 message

Masoom Ahmed <ar.masoom@mbsarchitecture.org.in>

Sun, May 4, 2025 at 6:51 PM

To: MBS 2 SPA <admin.college@mbsarchitecture.org.in>, "Prof. Bijay Dash" <prof.bijay@mbsarchitecture.org.in>, "Ar. Smita Patra" <ar.smita@mbsarchitecture.org.in>, ar.namita@mbsarchitecture.org.in, ar.kriteeka@mbsarchitecture.org.in

Dear Sir/ Ma'am,

J J

I would like to bring it to your attention that i will not be able to come to MBS School of Planning and Architecture today i.e., May 5th, 2025 as discussion with guide for research work.

Apologies for the inconveniences. Hope you will consider my request and grant me leave for the day.

Regards,

Masoom Ahmed

Allowed for
paid leave.

Bish-
05/05/2025



MBS School of Planning and Architecture
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Ar. Richa Jain Designation Asst. Professor

Leave From 20 May 2025 to 21 May 2025 Total Days 02 (Two)

Purpose Ph.D. Viva

Address during Leave B-28, Shakti Nagar
Extension, Ashok Vihar

Telephone / Contact Number

9992220799

Important work / item requiring special attention during my absence which I am supposed to attend.

R Jain
(Signature of the employee)

Place: New Delhi

Date: 16.05.25

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

16/05/2025
Signature of Head of Deptt.

Allowed for
paid leave.



MBS School of Planning and Architecture
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Dr. Richa Jain Designation Asst. Professor
Leave From 9 June, 2025 to 20 June, 2025 Total Days 12 Days
Purpose Ph.D.

Address during Leave B-28, Shakti Nagar
Extension, Bhok Vikar

Telephone / Contact Number

9992220799

Important work / item requiring special attention during my absence which I am supposed to attend.

(Signature of the employee)

Place: New Delhi

Date: 8 June 2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

[Signature] 03/06/2025
Signature of Head of Deptt.

Allowed for
paid leave





MBS Admin <admin.college@mbsarchitecture.org.in>

Leave

Prof. Alpna Rohatgi <prof.alpna@mbsarchitecture.org.in>

Tue, Jun 17, 2025 at 10:14 PM

To: "Prof. Bijay Dash" <prof.bijay@mbsarchitecture.org.in>, "Prof. V. K Bugga" <prof.vkbugga@mbsarchitecture.org.in>, MBS Admin <admin.college@mbsarchitecture.org.in>

Dear sirs,

I request for leave for tomorrow for urgent and important work of thesis discussion with guide. Sorry for inconvenience.

Best,
Prof. Alpna Rohatgi
B.Arch., M.Des. (IITD)
MBS COLLEGE

Allowed for
paid leave.

GRH-
18/06/2025





MBS Admin <admin.college@mbsarchitecture.org.in>

Leave

1 message

Prof. Alpna Rohatgi <prof.alpna@mbsarchitecture.org.in>

Wed, Jun 25, 2025 at 7:19 PM

To: "Prof. Bijay Dash" <prof.bijay@mbsarchitecture.org.in>

Cc: MBS Admin <admin.college@mbsarchitecture.org.in>

Dear Sir,

J J

Due to some research/thesis work, I would not be reporting at work tomorrow. Regret for the inconvenience caused.

Best,

Prof. Alpna Rohatgi
B.Arch., M.Des. (IITD)
MBS COLLEGE

Allowed for
paid leave.

(fsh-
26/06/2025



leave

1 message

Prof. Alpna Rohatgi <prof.alpna@mbsarchitecture.org.in>

Tue, Jul 1, 2025 at 7:05 PM

To: "Prof. Bijay Dash" <prof.bijay@mbsarchitecture.org.in>, "Ar. Praveen Arora" <ar.praveen@mbsarchitecture.org.in>

Cc: MBS Admin <admin.college@mbsarchitecture.org.in>, "Ar. Smita Patra" <AR.SMITA@mbsarchitecture.org.in>, "Ar. Toshi Sharma" <ar.toshi@mbsarchitecture.org.in>

Dear Sir,

I request you to grant me leave for tomorrow on account of some important Ph.D related work.
Introduction for the conference has been prepared.

Best,

ALPNA ROHATGI**B.Arch, M.Des (IITD)****PROFESSOR**

MBS COLLEGE

Sector-9, Dwarka,

New Delhi -110077.

Tel: 011-25071504 / 28082960

Mobile No. 9319262837 / 7678510298 / 8882167754

**MBS
COLLEGE**<https://mbscollege.org/>

Allowed for
paid leave.

(Bsh-
01/07/2025



MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Alpna Rohatgi Designation Professor
Leave from 18-7-25 to 18-7-25 Total Days 1/2
Purpose emp work (P.D) (HALF)

Address during Leave as per

Telephone / Contact Number

as per

Important work / item requiring special attention during my absence which I am supposed to attend.

(Signature of the employee)

Place: New Delhi

Date: 18-7-25

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

(18/07/2025)
Signature of Head of Deptt.

Allowed for
paid leave.





MBS Admin <admin.college@mbsarchitecture.org.in>

Leave

1 message

Prof. Alpna Rohatgi <prof.alpna@mbsarchitecture.org.in>

Fri, Jul 25, 2025 at 7:38 PM

To: "Prof. Bijay Dash" <prof.bijay@mbsarchitecture.org.in>

Cc: "Ar. Praveen Arora" <ar.praveen@mbsarchitecture.org.in>, MBS Admin <admin.college@mbsarchitecture.org.in>

Dear Sir,

There is my thesis discussion with my research guide hence I shall be on leave tomorrow. Kindly excuse my absence in case tomorrow is working Saturday.

Best,

Prof. Alpna Rohatgi
B.Arch., M.Des. (IITD)
MBS COLLEGE

Allowed for
paid leave.

(Bsh-
26/07/2025



MBS School of Planning and Architecture
Dyarka, New Delhi

LEAVE APPLICATION FORM

Name Alvina Kohli Designation Professor
Leave From 11-1-25 to 11-1-25 Total Days 1 (ONE)
Purpose PHD work

Address during Leave as/oc

Telephone / Contact Number as/oc

Important work / item requiring special attention during my absence which I am supposed to attend.

(Signature of the employee)

Place: New Delhi

Date: 13-1-25

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Signature of Head of Deptt.

Allowed for
paid leave.





MBS Admin <admin.college@mbsarchitecture.org.in>

Regarding half day leave for today(first half)Monday 17/03/2025

1 message

Ar. Namita Kathuria <ar.namita@mbsarchitecture.org.in>

Sun, Mar 16, 2025 at 6:17 PM

To: MBS Admin <admin.college@mbsarchitecture.org.in>

Cc: "Ar. Smita Patra" <ar.smita@mbsarchitecture.org.in>, ar.masoom@mbsarchitecture.org.in, "Prof. Bijay Dash" <prof.bijay@mbsarchitecture.org.in>

Dear All,
Good morning
Hoping you are doing well

This is to inform you that, I will be not be able to attend college in first half today that is Monday 17/03/25 , due to some urgent work of my research. Please grant me leave for one day.
I have design class, Ar.Masoom and Ar. Smita are there in studio.

Thanking you
With regards,
Ar.Namita kathuria
Asstt. Professor

Allowed for
paid leave
C/dsh
17/03/2025

