

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Katheria Designation Asst. Professor

Leave From 29/06/26 to 29/06/26 Total Days 01

Purpose PHD study

Address during Leave Gov Course Rd, Huda Sushant
Gate 2, Sector 155, Gurgaon
Haryana 122011

Telephone / Contact Number
9560545775

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 29/06/26

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Chh 29/06/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Kathuria Designation Asst. Professor

Leave From 10/10/25 to 10/10/25 Total Days 01

Purpose PHD case study

Address during Leave 904 Converse Rd, Huda Sushant
Loc 2, Sector 55, Gurugram
Haryana 122011

Telephone / Contact Number

9560545775

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 10/10/25

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Cbhr-10/10/2025
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Kathuria Designation Asst. Professor

Leave From 27/7/26 to 27/7/26 Total Days 01.

Purpose PHD WORK

Address during Leave Goy course Rd, Huda Sushant
Loc 2, Sector 55, Gurgaon
Haryana 122011.

Telephone / Contact Number
9560 545 775.

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 27/7/26.

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Gh-27/07/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Alpha Rohatgi Designation Professor

Leave From 05-01-2026 to 05-01-2026 Total Days 01

Purpose PHD WORK

Address during Leave IIT Campus Hauz Khas
New Delhi 110016

Telephone / Contact Number

9910570400

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


(Signature of the employee)

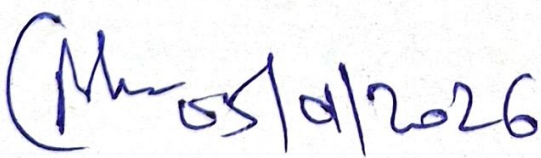
Place: New Delhi

Date: 05/01/26.

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay


Signature of Head of Deptt.


Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Alpha Rohatgi Designation Professor

Leave From 24-09-25 to 9-10-25 Total Days 17

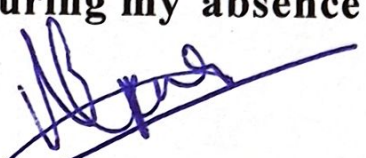
Purpose PHD WORK

Address during Leave IIT Campus Hauz Khas
New Delhi - 110016

Telephone / Contact Number

9910570400

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


(Signature of the employee)

Place: New Delhi

Date: 24/09/25

For Official Use Only

Leave Sanctioned / Not Sanctioned

✓
With Pay / Without Pay

24/09/2025
Signature of Head of Deptt.

paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Alpha Rohatgi Designation Professor

Leave From 24-12-25 to 24-12-25 Total Days half-day

Purpose PHD WORK

Address during Leave IIT campus Hauz Khas
New Delhi - 110016

Telephone / Contact Number

9910 570400

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



(Signature of the employee)

Place: New Delhi

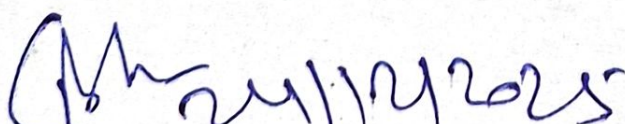
Date: 24/12/25.

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay


paid Leave
Allowed.


Signature of Head of Dentt

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Alpna Rohatgi Designation Professor

Leave From 29-08-25 to 29-08-25 Total Days half-day

Purpose PHD work

Address during Leave IIT campus Hauz Khas
New Delhi - 110016

Telephone / Contact Number

9910570400

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



(Signature of the employee)

Place: New Delhi

Date: 29/08/25

For Official Use Only

Leave Sanctioned / Not Sanctioned

 29/08/2025

Signature of Head of Deptt

With Pay / Without Pay


Paid Leave
Allowed

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Kothurda Designation Asst - Professor

Leave From 2/2/26 to 3/2/26 Total Days 02

Purpose RHD meeting with guide

Address during Leave Goy course Rd, Huda Sushant
Block 2, sector 55, Gurgaon
Haryana 122011

Telephone / Contact Number
9560545775

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 10/2/26

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

10/02/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College

Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Kathuria Designation Asst. Professor

Leave From 20/2/26 to 20/2/26 Total Days 01

Purpose PHD Presentation

Address during Leave Goy Course Rd, Huda Sushant
Block 2, Sector 55, Gurgaon
Haryana 122011

Telephone / Contact Number

9560545775

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 20/2/26

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Chh
20/02/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College

Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Kathuria Designation Asst. Professor

Leave From 13/3/26 to 13/3/26 Total Days 01

Purpose PHD Survey

Address during Leave Golf Course Rd, Kuda Sushant
Loc 2, Sector 55, Gurgaon
Haryana 122011.

Telephone / Contact Number

9560545775.

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 13/3/26.

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Gh-13/03/2026

Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Namita Kathuria Designation Asst Professor.

Leave From 1/9/25 to 1/9/25 Total Days 01.

Purpose PHD case study

Address during Leave Goy Colrose Rd, Huda Sushant
LOK 2, sector 55, Gurgaon.
Haryana 122011.

Telephone / Contact Number
9560545775.

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

Namita
(Signature of the employee)

Place: New Delhi

Date: 01/09/25.

For Official Use Only

Leave Sanctioned / Not Sanctioned

Ghr-01/09/2025

Signature of Head of Deptt.

✓
With Pay / Without Pay

Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Samana Ranjee Designation Asso. Prof.

Leave From 05/12/2025 to 05/12/2025 Total Days 01 Day

Purpose PHD Work

Address during Leave NIT Patna

Telephone / Contact Number

8130223592

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

Samana
04/12/2025
(Signature of the employee)

Place: New Delhi

Date: 04/12/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

✓
Paid Leave
Allowed.

[Signature] 04/12/2025
Signature of Head of Deptt.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation Asso Prof.

Leave From 25/10/2025 to 25/10/2025 Total Days half day

Purpose PHD Work.

Address during Leave NIT

Telephone / Contact Number

8130223592

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

Sramana
25/10/2025
(Signature of the employee)

Place: New Delhi

Date: 25/10/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Gh
25/10/2025
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation Asso. Prof.

Leave From 27/12/2025 to 31/12/2025 Total Days 5 days

Purpose PHD Survey

Address during Leave NIT

Telephone / Contact Number

8130223592

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

Sramana Banerjee
23/12/2025
(Signature of the employee)

Place: New Delhi

Date: 23/12/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

[Signature]
23/12/2025
Signature of Head of Dentt

With Pay / Without Pay

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Samana Ranjeev Designation Asso. Prof.

Leave From 10/01/2026 to 10/01/2026 Total Days 01 Day

Purpose PHD Work

Address during Leave NIT Patna

Telephone / Contact Number

8130 223592

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

Samana Ranjeev
09/01/2026

(Signature of the employee)

Place: New Delhi

Date: 9/01/2026

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

[Signature]
09/01/2026

Signature of Head of Deptt.

Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation Asso. Prof.

Leave From 25/03/2026 to 26/03/2026 Total Days 02 Days

Purpose PHD work

Address during Leave NIT Patna

Telephone / Contact Number

8130223592

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

Sramana Banerjee
24/03/2026
(Signature of the employee)

Place: New Delhi

Date: 24/03/2026

For Official Use Only

Leave Sanctioned / Not Sanctioned

Gh-24/03/2026

Signature of Head of Deptt.

With Pay / Without Pay

✓
Paid Leave
Allowed

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation _____

Leave From 14/01/2026 to 16/01/2026 Total Days 03 days

Purpose PHD Sundry

Address during Leave NIT Patna

Telephone / Contact Number

8130 223592

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

Sramana Banerjee
13/01/2026

(Signature of the employee)

Place: New Delhi

Date: 13/01/2026

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

[Signature] 13/01/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation Asso. Prof.

Leave From 15/12/2025 to 16/12/2025 Total Days 02 ^{Two} _{Days}

Purpose PhD viva

Address during Leave N.I.T Patna Bihar.

Telephone / Contact Number

8130223592

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

Sramana Banerjee
12/12/2025
(Signature of the employee)

Place: New Delhi

Date: 12/12/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

✓
Paid Leave
Allowed.

16/12/2025
Signature of Head of Deptt

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation Asst. Prof.

Leave From 29/09/2025 to 01/10/2025 Total Days 03 Days

Purpose PHD Work

Address during Leave NIT

Telephone / Contact Number

8130223592

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

Sramana
26/09/2025
(Signature of the employee)

Place: New Delhi

Date: 26/09/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

✓
Paid Leave
Allowed.

Ch
26/09/2025

Signature of Head of Deptt.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Sramana Banerjee Designation Asso. Prof.

Leave From 14/02/2026 to 14/02/2026 Total Days 1 Day

Purpose PHD presentation

Address during Leave NIT

Telephone / Contact Number

8130223592

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

Sramana
16/02/2026
(Signature of the employee)

Place: New Delhi

Date: 16/02/2026

For Official Use Only

Leave Sanctioned / Not Sanctioned

(16/02/2026)

Signature of Head of Deptt

With Pay / Without Pay

✓
Paid Leave
Allowed

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Swamana Banerjee Designation Asso-Prof.

Leave From 25/09/2025 to 25/09/2025 Total Days half Day.

Purpose RHD Work

Address during Leave NIT

Telephone / Contact Number

8130223592

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

Swamana
25/09/2025
(Signature of the employee)

Place: New Delhi

Date: 25/09/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

Swamana
25/09/2025

Signature of Head of Deptt.

✓
With Pay / Without Pay

Paid Leave
Allowed

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Ssamana Raneejee Designation Asso. Prof.

Leave From 15/11/2025 to 15/11/2025 Total Days half day

Purpose PHD work

Address during Leave NIT

Telephone / Contact Number

8130 223595

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

Ssamana Raneejee
15/11/2025
(Signature of the employee)

Place: New Delhi

Date: 15/11/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

(bhr-15/11/2025)

Signature of Head of Dentt.

With Pay / Without Pay

✓
Paid Leave
Allowed.

MBS College
Dwarka, New Delhi

OD

LEAVE APPLICATION FORM

Name Ar. Richa Jain Designation Asst. Professor

Leave From 12 Oct 2026 to 13 Oct 2026 Total Days 02

Purpose Final Defence Viva-Voce of Ph.D

Address during Leave Sushant University

Telephone / Contact Number

9992220799

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

[Signature]
(Signature of the employee)

Place: New Delhi

Date: 14.10.26

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

[Signature]
14/10/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

OD

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Richea Jain Designation Asst. Professor

Leave From 29 January 2026 to Total Days 01

Purpose Pre submission of My Ph.D Thesis

Address during Leave Gushant University

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: 28/01/2026

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Ch 28/01/2026
Signature of Head of Deptt.

✓
Paid Leave
Allowed.

OD

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Risha Jain Designation Asst. Professor

Leave From 10 Dec 2025 to _____ Total Days 01

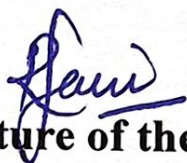
Purpose End Term Presentation of Thesis

Address during Leave Sushant University

Telephone / Contact Number

9992220799

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

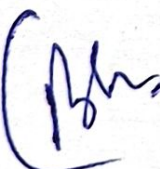

(Signature of the employee)

Place: New Delhi

Date: 09/12/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

 09/12/2025

Signature of Head of Deptt.


With Pay / Without Pay

Paid Leave
Allowed.

OD

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Rishi Jain Designation Asst. Professor

Leave From 3 April 2025 to _____ Total Days 01

Purpose Phd (Mid Term SRC evaluation)

Address during Leave Sushant University

Telephone / Contact Number

9992220799

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

Rishi Jain

(Signature of the employee)

Place: New Delhi

Date: 02/04/2025

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

Chh 02/04/2025

✓
Paid Leave
Allowed.

Signature of Head of Deptt.

MBS College
Dwarka, New Delhi

LEAVE APPLICATION FORM

Name Rishu Jain Designation Asst. Professor

Leave From 25 March 2026 to 27 March Total Days 03
(Three)

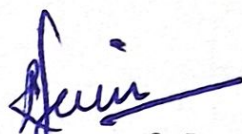
Purpose Presentation on Improvised Comments
from Pre-Submission (External Comment)

Address during Leave Sushant University

Telephone / Contact Number

999 2220799

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


(Signature of the employee)

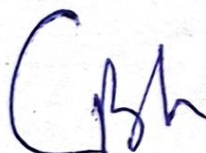
Place: New Delhi

Date: 24/03/2026

For Official Use Only

Leave Sanctioned / Not Sanctioned

With Pay / Without Pay

 24/03/2026

Signature of Head of Deptt


Paid Leave
Allowed.