

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
APPLICATION BY PG STUDENTS FOR LEAVE

(PhD/MSc+PhD/M Tech+PhD/M Tech)

To

The Head of the Department of **Industrial Engineering & Operations Research**

Indian Institute of Technology, Bombay.

1. Name of the student _____
a) Roll No. _____
b) Date of joining _____
c) Hostel No & room no. _____

3. Select leave category: Regular/Medical/ Vacation

4. Dates on which leave required: from _____ to _____

Total No. Days: _____ (Including holidays)

5. Reasons for leave: _____

Supporting documents (if any): _____

I understand that leave cannot be availed of unless sanctioned by the competent authority.

Signature of the student

6. Recommendations of the Guide/Faculty Adviser

Signature of the Guide / Faculty Adviser

(This portion is to be filled in by the Departmental office)

7. He/ She is eligible for **regular/medical/ vacation** 10 15 30 45 60 90 days leave in a year out of which he/she has availed of _____ days of leave so far.

8. Checked by _____

Orders of the Sanctioning Authority

(One of the following to be ticked)

- (a) Leave granted with Scholarship
(b) Leave granted without Scholarship
(c) Leave not granted
(d) Applicant is not supported by a Scholarship from the Institute.

Head of the Department

Note: For grant of special leave beyond the permissible limit, the application is to be referred to the Dean of Academic Programmes.