INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
APPLICATION BY STUDENTS FOR LEAVE

(PhD/MSc-PhD/ M Tech/IDDDP/MSc/MS by Research/B Tech)

To

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

Indian Institute of Technology, Bombay.

1. Name of the student _____
   Roll No. _____
   Date of joining _____
   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.

_____
Date & Signature of the student

A) Recommendation by the faculty advisor / Thesis Supervisor: Yes/No

Signature & Date

B) Recommendation by the TA Course instructor: Yes/No

Signature & Date

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

6. He/ She is eligible for **regular/medical/ vacation 10**   15   30   45   6 0   9 0 days leave in a year out of which he/she has availed of_____days of leave so far.

7. 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 pf special leave beyond the permissible limit, the application is to be referred to the Dean of Academic Programmes.