

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**Systems and Control Engineering**

Application for leave for Postgraduate Students  
(Ph. D. / M. Tech)

To  
The Convener  
Systems and Control Engineering  
IIT Bombay

1. Name of the Student : \_\_\_\_\_
2. (a) Roll No : \_\_\_\_\_
- (b) Date of Joining : \_\_\_\_\_
- (c) Hostel No. : \_\_\_\_\_
3. Dates on which leave required : From \_\_\_\_\_ to \_\_\_\_\_
- : Total No. of Days: \_\_\_\_\_
4. Reasons for Leave : \_\_\_\_\_
- Supporting Documents if any : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student

5. Recommendation of the : \_\_\_\_\_
- Guide / Faculty Advisory Signature of Guide / Faculty Advisor

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**This portion is to be filled in by Department Office**

6. He / She is eligible for 10/15/30 days of Regular / Medical leave in a year / semester out of which he / she has availed \_\_\_\_\_ days of regular / medical leaves so far.
7. Checked by: \_\_\_\_\_
- Orders of the sanctioning authority
- (a) Leave granted with Scholarship ( )
- (b) Leave granted without Scholarship ( )
- (c) Leave not granted ( )

\_\_\_\_\_  
Convener of Systems and Control Engg

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