INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
Centre for Systems and Control

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 for.

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.