

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Application for Leave from Post Graduate Students
(PH.D. / M.Tech. / M.Des. / D.I.I.T.)

To,

**The Head of the Department of Economics Indian
Institute of Technology Bombay**

1. Name of Student :
2. a) Department :
- b) Roll No. :
- c) Date of Joining :
- d) Hostel No. :

3. Dates on which leave required: From to

Total No. of Days:

4. Reasons for Leave :

Supporting documents (if any)

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

5. Recommendation of the Guide/
Faculty Adviser

.....
Signature of the Student

.....
Signature of the Guide / Faculty Adviser

To be filled up by the Department Office

6. He / She has accumulated _____ days of leave, out of which he / she is availing days of leave.

7. Checked by

.....
Orders of the Sanctioning Authority

(a) Leave granted *with* Scholarship

(b) Leave granted *without* Scholarship

(c) Leave *not* granted

.....
Head of the Department

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

Students are eligible for 30 Days of leave in a year and can accumulate up to 90 days of leave including 10 days medical leave