



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

## ACADEMIC AFFAIRS SECTION

### LEAVE APPLICATION FORM (for M.Tech/MDes/MS(R)/PhD./Dual Degree programs)

1.	Name(IN BLOCK LETTERS)					
2.	Department/Centre/School					
3.	Roll No.					
4.	Nature & Period of Leave (Academic/ Personal/ Medical/ Unauthorized)	Nature		From	To	No. of days
5.	Holidays, Prefixing/ Suffixing	Prefix	From:	To:	No. of days:	
		Suffix	From:	To:	No. of days:	
6.	Reason for Leave					
7.	Whether Station Leave permission required or not	Yes, From:		To:	NO	
8.	Address while on leave					
		Phone:	E-mail:			

(Signature of the student)

Date:

Recommended/Not Recommended

Recommended/Not Recommended

(Signature of TA Faculty)

(Supervisor's Signature)

#### FOR OFFICE USE

i.	Leave available before this application	
ii.	Leave applied	
iii.	Balance after current sanction	
iv.	No. of days without scholarship	

Approved/Not approved/Recommended

Date:

(Signature of the Head of Department/Centre/School)

Date:

Approved/Not approved

(Signature of ADOAA(PG)/DOAA)