**Form no.: UG/08 Application for Leaving the Campus during Semester Time**

***(for students in BTech/BDes/MA/MSc)* (& Summer Term if registered for a summer course)**

1. **Part to be filled by the student**

Name of the student: Roll No.

Branch/Department (e.g., BTech, CSE):

**Reason for leaving the campus**:

refer to section 4.2 of BTech Ordinance:<http://www.iitg.ernet.in/acad/ordinances/BTechOrdinances2010.pdf>

Proposed date of leaving:

Proposed date of rejoining:

Signature of the student:

Train tickets/air-tickets and all other supporting documents must be attached. No of annexures:

1. **Part to be filled by the Course Instructors:**

We hereby certify that the student has informed us that he is going out of station for the above mentioned period before leaving the campus:

Course No: Course No.

Name of the Instructor Name of the Instructor

Signature of the Instructor: Signature of the Instructor:

Course No: Course No.

Name of the Instructor Name of the Instructor

Signature of the Instructor: Signature of the Instructor:

Course No: Course No.

Name of the Instructor Name of the Instructor

Signature of the Instructor: Signature of the Instructor:

Signature of the concerned HoD with comments:

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Signature of DoAA/ADoAA with comments (in case of leave exceeding two weeks):