

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

# DEPARTMENT OF CIVIL ENGINEERING

Leave Application for M. Tech. Student/ Ph.D. Scholar

|  |  |  |
| --- | --- | --- |
| 1. | Name (in BLOCK LETTERS) |  |
| 2. | Roll No. |  |
| 3. | Academic Year |  |
| 4. | Present Semester |  |
| 5. | Name of Hostel |   |
| 6. | Leave Applied | **From** | **To** | **No. of days** |
|  |  |  |
| **Prefix:** |  |  |
| **Suffix:** |  |  |
| 7. | Reason for leave |  |
| 8. | Address while on leave |  |
| Phone : | Email : |

Date : Signature of the Applicant

 Recommended

Date : Signature of T.A. Guide Supervisor’s signature

 Name: Name :

**FOR OFFICE USE**

|  |  |  |
| --- | --- | --- |
| i. | Leave available before this application |  |
| ii. | Leave applied |  |
| iii. | Balance after current sanction |  |
| iv. | No. of days without scholarship(if entry in **iii** is negative) |  |

**Approved/ Not approved**

Date :

**Head of the Department/DPPC Secretary**