



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

## Department of Mathematics

### Leave Application for Ph.D Student

1.	Name(IN BLOCK LETTERS)				
2.	Roll No.				
3.	Leave Applied(Please tick)	Nature	From	To	No. of days
		Academic/Vacation			
4.	Reason for Leave				
5.	Address while on leave				
		Phone:	E-mail:		

Date:

Signature of the Applicant

Approval from the Instructor-in-Charge  
(If you are associated with any teaching/Lab Course)

Recommended

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

Date:

HEAD OF THE DEPARTMENT



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
DEPARTMENT OF MATHEMATICS

Departure Report for PhD Student

To  
The Head  
Department of Mathematics, IIT Guwahati

Sir,

This is to inform you that I am proceeding on Academic/Vacation leave w.e.f.....  
and will be out of station till.....

Address during leave.....

Contact No.....

Full signature of the student

Roll No.....

Date.....



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
DEPARTMENT OF MATHEMATICS

Rejoining Report for PhD Student

To  
The Head  
Department of Mathematics, IIT Guwahati

Sir,

This is to inform you that I re-joined the department w.e.f.....after availing  
Academic/Vacation leave from.....to.....

Full signature of the student

Roll No.....

Date.....