

Form no.: UG/08
(for students in BTech/BDes/MA/MSc)

Application for Leaving the Campus during Semester Time
(& Summer Term if registered for a summer course)

(A) 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:

(B) 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:

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