

Tel: +91 877 250 3531

ACADEMIC SECTION

Email: academics@iittp.ac.in

LEAVE APPLICATION FOR M.TECH./ MS(R) / MPP / Ph.D. STUDENTS

Part-A: To be filled by the student

1. Name of the Student	:				
2. Roll Number	:			Department	:
3. Program (✓ one)	:	MPP	MS	M.Tech.	PhD
Refer to leave rules for various types of leave. On duty station leave can be requested when travelling for thesis/project or other related works.					
4. Nature of Leave (✓ one)	:	personal	medical	on duty station leave	other (specify)
5. Duration	:	From (dd-mm-yy)	To (dd-mm-yy)	Duration (days)	Prefix/suffix
5. Reason for Leave	:				
6. Signature of the student with date	:				Date:

Part-B: Leave statement to be filled by the department office

Note that MS/PhD students get 30 days personal leave per academic year (1st day of instruction in July semester) and can not be carried forward.

M.Tech/MPP students get 15 days per semester and can be carried forward from odd to even semester only.

If there is no leave balance available, student may be allowed to avail leave without HTTA/HTRA up on approval by Dean

7. Leave availed/balance during the academic year	:	Personal (availed)	Personal (balance)	Medical (availed)	Medical (balance)
8. Leave availed during the academic program (fill only for other leave types)	:				

Part-C: Recommendation

9. Name and Signature of TA supervisor	:				Date:
10. Name and Signature of Guide	:				Date:

Part-D: Approval

11. Signature of HoD	:				Date:
12. Advisor, Academic Research/Dean, Academics*	:				Date:

* Approval by Advisor Academic Research/Dean Academics is necessary only in case of leave without HTTA/HTRA (i.e. leave balance available is zero)

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Note: The hardcopy of the filled form to be kept in the student file in the department office. A copy of the form must be sent to the Academic section and will be kept in the student file.