

**DEPARTMENT OF ELECTRICAL ENGINEERING
IIT KANPUR**

**PG STUDENTS
APPLICATION FOR LEAVE**

1. Name: _____
2. Roll No.: _____
3. Programme: MTech/ MS(R) / PhD
4. Specialization: _____
5. Thesis Supervisor: _____
6. TA Supervisor: _____
7. Whether registered for Thesis Unit: Yes / No (Please tick one)
8. Whether availing Institute Assistantship: Yes / No (Please tick one)
9. Mobile No.:
10. Nature of Leave: Casual / Medical / Personal / Duty (Please tick one)
11. Period of Leave _____ days from _____ to _____
12. Purpose: _____

Student Signature with date

Thesis supervisor's signature

(If registered for thesis Unit)

TA Supervisor's signature

(If availing Institute Assistantship)

(For student tutors: signature of course instructor)

Leave Sanctioned or not

Convener, DPGC

Head, EE/ACES

Note:

Casual Leave: Maximum of 06 days per semester & 4 days in summer

Medical Leave: Maximum of 08 days per semester & 4 days in summer semester (Medical Certificate to be attached)

Personal Leave: Maximum of 10 days per semester & total 30 days in an academic year