

# 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