

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Ashank Desai Centre for Policy Studies (ADCPS)

Personal Leave Application by Ph.D./MPP Student

To
The Head
ADCPS
IIT Bombay

1. Name of the student : _____

2. (a) Roll No. : _____

(b) Date of Joining : _____

(c) Hostel No & Room no.: _____

3. Select leave category : Regular/Medical*

4. Dates on which leave required: from _____ to _____

Total No. of Days: _____ (Including holidays if any)

5. Reason for leave : _____

Supporting document(s) (if any): _____

I understand that leave cannot be availed of unless sanctioned by the competent authority.

Date & Signature of the student

A) Recommendation by the Faculty Advisor / Thesis Supervisor: Yes/No

Signature & Date

B) Recommendation by the TA Course instructor: Yes/No/NA

Signature & Date

(This portion is to be filled by the ADCPS office)

6. He/ She is eligible for 10/15/30 days **Regular/Medical** leave in a year out of which he/she has availed of _____ days of leave so far.

7. Checked by _____

Orders of the Sanctioning Authority

(One of the following to be ticked)

- A) Leave granted with Scholarship
- B) Leave granted without Scholarship
- C) Leave not granted

Head of the Department

Notes: * - For Medical leave, a doctor certificate is required and after availing of medical leave, Fitness certificate from the doctor is needed; For grant of leave beyond the permissible limit, the application is to be referred to the Dean of Academic Programmes.