



# INDIAN INSTITUTE OF TECHNOLOGY MANDI

MANDI- 175 001 (H.P.), INDIA

[www.iitmandi.ac.in](http://www.iitmandi.ac.in)

## Leave Form for M.S./Ph.D. Scholars

Student Name: \_\_\_\_\_ Roll No. \_\_\_\_\_

Leave applied for \_\_\_\_\_ Day(s) School \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

Type of Leave : \_\_\_\_\_

Reason for this Request: \_\_\_\_\_

### **Contact Information during Period of Leave:**

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Student's Signature)*

\_\_\_\_\_  
*(Student's Thesis Advisor's Signature)*

\_\_\_\_\_  
*(Teaching Assistant Supervisor's Signature)*

(Name \_\_\_\_\_)

(Name \_\_\_\_\_)

### **For School Office Use:**

1. Leave Availed (*Excluding present request*) : \_\_\_\_\_

2. Leave Available : \_\_\_\_\_

3. Balance Leave (*if the current request is approved*): \_\_\_\_\_

Signature of the Office Staff

Date:

Leave Sanctioned / Not Sanctioned

**Signature of the School Chairperson**

**Date:**

**Note:** Scholar's are required to submit this form in their respective school office.