

DEPARTMENT OF TEXTILE TECHNOLOGY  
INDIAN INSTITUTE OF TECHNOLOGY DELHI

APPLICATION FORM FOR AVAILING LEAVE BY PG STUDENT

Part-A

1-Name of Student

2-Entry No-

3-Program

4-Leave applied from

To

5-Reason for Leave

6-Leave Address

Date & Signature of Student

Part-B

1-Recoprd of Leave already taken

Date & Signature of the dealing office.

2-Leave recommended/not recommended

Date & Signature of course coordinator/supervisor

3-Leave approved/not approved

Date & signature of Head of Department

Part-C

1-I have rejoined the department with effect from .....after availing leave

From .....to.....

Signature of student

Date & Signature of course coordinator/supervisor

*Note: the student would collect this form from the office assistant after returning from leave fill up the part-C and hand over to the course coordinator or supervisor. Who would send it directly to the dealing office assistant or record*