Form AA 17

भारतीय सूचना प्रौद्योगिकी अभिकल्पना, एवं विनिर्माण संस्थान, कांचीपुरम   INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

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LEAVE APPLICATION FORM FOR PG STUDENTS

Date:

Name of the Student (full name as per institute records)	
Roll No.	
Department	
Type of absence	Leave/ ON-Duty*
Duration of absence	From To
Reason for absence	

*Attach supporting documents for ON-Duty

Signature of the student with date

Recommended/Not Recommended	Approved/Not approved
Faculty Advisor	HoD

For office use:

Leave particulars	Leave at credit: Applied: Balance:

Remarks:

DA

Leave Rules:

As per institute Ordinances and Regulations,

R.12.1 All M.Tech/M.Des. students should apply to the Head of the Department / Faculty Advisor for leave stating the reasons whenever they are not in a position to attend classes/project work. They will not be eligible for HTTA for the period of absence, if it is unauthorized leave even if they have not fully utilised the eligible leave.

R.12.2 Students are eligible for a leave of 30 days in a year which will be regularised 15 days per semester with a provision of carryover from first to second semester and from the third to fourth semester (i.e unutilized leave from the first year cannot be carried over to second year).

The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays.

In addition, to the above the On-Duty leave will be granted for attending Workshops/Conferences with prior approval of the Head of the Department.