

**DEPARTMENT OF POLYMER & PROCESS ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
SAHARANPUR CAMPUS, SAHARANPUR-247001, (U.P.)**

LEAVE FORM

Name of Student : _____
Enrollment Number : _____
Course : _____
Leave Start Date : _____
Leave End Date : _____
Number of Days : _____
Purpose of Leave : _____
Address During Leave : _____

Contact No. : _____
Type of Leave : Casual Leave
Office/Duty Leave
Station Leave
Medical Leave
Vacation Leave
Special Leave

Signature of Student

Supervisor/Chairperson DAPC*

Head of Department

NOTE:

- 1- Student will submit the application in Academics Office, Saharanpur Campus, after approval of Supervisor/Chairperson DAPC/Head of department.
- 2- *When Supervisor has not been allotted for an M.Tech Student, the student has to take the approval of the Chairperson-DAPC. Supervisor's approval is mandatory for Ph.D. Students.