



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati
Guwahati - 781 039

FORM No.
APPL/10

APPLICATION FORM FOR STUDENTS' STATION LEAVE

A	PART A: STUDENT / GROUP OF STUDENTS			
1.	Name of the student / Group Leader:			
<i>In case of group, submit the annexure-1 duly signed by all the stakeholders</i>				
2.	Roll No:		3.	Branch/Department
4.	Email ID:		5.	Mobile No:
6.	Reason for leaving the campus: [Attach additional sheet, if required]			
7.	Address while on leave:		PIN:	
8.	Proposed date of leaving:		9.	Proposed date of rejoining:
10.	Copies of train tickets/air-tickets and all other relevant supporting documents must be attached. No of annexures:			

Certified that my parents / guardians have complete knowledge and consent about this leave (Consent letter attached). During this period of my absence from the Institute, the authorities by no way responsible for my safety and security and I shall take care of myself and fellow student on my own. I shall also be fully accountable for any lapse in my behavior that may bring disgrace to the Institute during the period of my absence from the Institute.

Certify that I shall be completely accountable for any shortfall of attendance due to this trip.

Signature of the student
Date:

B.	PART B: DEPARTMENT	
1.	Whether proposed dates of leave fall on working days of the semester?	YES / NO [Tick] If yes, provide a copy of the leave application approved by HOD for leaving during semester period (applicable for all students)
2.	Comments of the concerned HOD/HOC: (If permission of HOD/HOC has been already obtained, a copy of the same be enclosed instead)	Signature of the concerned HOD Date:

C.	PART C: HOSTEL	
We hereby certify that the student has informed us that he is going out of station for the above mentioned period before leaving the campus:		
1.	Signature of Hostel JA / SA / JS / Supdt.	
2.	Signature of Warden	

Signature of DoSA / ADoSA with comments (in case of leave exceeding two weeks)

Annexure -1

[illegible]