



# INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY

Application for long leave of 3 months upto 1 year to take up advanced research/ teaching assignment and/or any other academic purpose in India or abroad.

- 1 Name : .....
- 2 Designation & Department / Centre : .....
- 3 Date of Joining the Institute : .....
- 4 (a) Purpose of Leave :
  - (i) To take up a Position of : Faculty / Research / Fellowship
  - (ii) Others (specify) : .....
- (b) Name & Address of the Organization (during leave) : .....
- (c) Financial Arrangements  
Amount to be received as : Salary/Fellowship/Stipend/Per diem/Honorarium/  
Travel grant or any other consideration .....
- Who will provide the financial support : .....
- (Please enclose photocopy of the offer giving details of items 4(a) through 4(c))
- 5 Details of any such leave availed previously :  
along with the purpose and duration .....
- 6 Period of leave requested  
(i) Date of Commencement of Leave : From ..... To .....
- 7 Nature of leave requested : .....
- Arrangements during leave period for
  - (i) Teaching : .....
  - (ii) M.Tech/Ph.D. Thesis Supervision : .....
  - (iii) Sponsored Projects : .....
  - (iv) Consultancy Projects : .....
  - (v) Any other Institute responsibility : .....
- 8 If residing on campus, indicate whether
  - (a) Would like to retain accommodation : Yes / No
  - (b) Would the residence be made available : Yes / No  
for temporary allotment to a faculty  
member/research staff of Institute as  
caretaker
  - (c) If yes provide details : Yes / No

9 In the event of any resignation / voluntary retirement / dismissal removal / termination of service, I undertake to be governed by the leave rules in force.



Signature of the Faculty Member

Date : .....

To be filled by the Head of the Department / Centre

10 (i) No. of Faculty in the Department : .....

(ii) How many currently on long leave : .....

(iii) Are the arrangements made under item (7) satisfactory for the department? : .....

(iv) Will the Department be able to manage the resulting increased academic load : .....

(v) Is the assignment for Self-improvement of the faculty concerned : .....

(vi) What are the tangible benefits to the department : .....

(vii) Recommendations of the DPC/HOD : .....

Signature of the Head

Date : .....

**INDUSTRIAL RESEARCH & CONSULTANCY CENTRE**  
**DEAN R & D OFFICE**  
**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**

**Form to hand over the execution of ongoing Project(s) before proceeding on a long leave**  
 (\* If the proposed leave is more than two months )

Name of the Principal Investigator : Prof./ Dr. \_\_\_\_\_ to \_\_\_\_\_  
 Proposed leave, from \_\_\_\_\_ to \_\_\_\_\_  
 Name of the Department / Centre : \_\_\_\_\_  
 Nature of leave : \_\_\_\_\_

The details of ongoing sponsored and major consultancy project(s) under my investigation are as follows. During my long leave (more than two months), these projects will be executed by the faculty/scientist as detailed below.

Sr. No.	Project Code	Project Title	Funding agency Name	Amount (Rs.)	Acting P.I. Name & Dept	Declaration by an acting P.I. I agree to execute the project in the absence of P.I. Signature of acting P.I.
1						
2						
3						
4						

Kindly accept this arrangement during my leave.

Dated : \_\_\_\_\_ (Signature of Principal Investigator)

(Through HOD/HOC)

To  
The Dean (R&D)

Prof./Dr. \_\_\_\_\_ has completed the required procedures in our office before proceeding on a long leave. This is for your kind information.

Dated : \_\_\_\_\_

To  
The Dy. Registrar (Admn.)  
IIT Bombay.

Dean (R & D)



Name of the Academic Unit : \_\_\_\_\_

**ALTERNATE ARRANGEMENT TO CARRYOUT ACADEMIC ACTIVITIES OF THE STUDENT WHOSE FACULTY SUPERVISOR GOES ON A LONG LEAVE - SUCH AS LIEN/SABBATICAL LEAVE/SPECIAL LEAVE ETC.**

NAME and DESIGNATION OF THE FACULTY :	
NATURE OF LEAVE : [LIEN / SABBATICAL LEAVE /SPECIAL LEAVE / OTHERS]	
DURATION & PERIOD OF LEAVE	_____ MONTHS / YEAR
	FROM : _____ TO : _____
NO. OF STUDENTS FOR GUIDANCE AS SUPERVISOR	PH.D : _____ PG : _____
NO. OF STUDENTS FOR GUIDANCE AS CO-SUPERVISOR	PH.D : _____ PG : _____

**Declaration by the Supervisor**

I have made following alternate arrangement in accordance with the activities permissible for faculty during different types of leave availed (as approved by the Deans Committee vide its meeting held on 5<sup>th</sup> May, 2016) for the PhD and PG students registered with me; during my absence from the Institute due to Lien / Sabbatical Leave / Special Leave / Other leave : \_\_\_\_\_

(to be specified)

- All academic commitments has been handed over to Prof. \_\_\_\_\_ / HoD including supervision of students /Additional sheet in the prescribed format, as given below, may be attached, if handed over to more than one faculty member.

Name of Ph.D. Student	Roll No.	Name of alternate Supervisor	Consent/Signature of alternate supervisor

- Where-ever there is an **Internal co-supervisor for a PhD student**, the Co-supervisor will look after **all academic commitments** in my absence
- All **departmental administrative** activities has been handed over to HoD.

Further, in addition to the above alternate arrangements, I will also be available through email during the above period for any academic consultancy for my PhD/PG students.

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

\_\_\_\_\_  
Supervisor  
(Signature with Date)

RECOMMENDATION /REMARKS OF DPGC/IDPC :

\_\_\_\_\_  
Convener, DPGC/IDPC/PGC  
Signature (with Date & Stamp)

Forwarded to the Jt./Asstt. Registrar (academic) for further necessary action.

Recommended to the Convener, PGAPEC for approval of the above arrangements.

Jt./Asstt.Registrar (Acad)

Convener, PGAPEC \_\_\_\_\_