



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS
Chennai 600 036

PROFORMA FOR SHORT / LONG VISIT
[Short Leave (More than 30 days and upto 90 days)]
[Long Leave (more than 90 days)]

1.	Name / Department	
2.	Date of Birth / Age	
3.	a) First Appointment (Date) *	
	b) Present Position (Date) **	
4.	Service, if any at other IITs / Central Universities prior to joining IIT, Madras (Name of the Organisation Designation / Period)	
5.	Details of the proposed visit (Please enclose copy of the offer / details of remuneration, etc.) @	
6.	Title of the assignment	
7.	Name & Address of the Organisation	
8.	Nature of the assignment (Tick the appropriate one)	Fellowship / Scholarship / Honorarium /Salary / Industry / Educational / Research Institute / Government / Private / Public / Autonomous
9.	Duration of the offer	From To
10.	Leave of absence and Duration (Tick the appropriate one)	# Sab. Leave / EL / HPL / EOL / Deputation. From To

11. Details of earlier Short /Long leave for visits abroad or in India (since joining IIT, Madras)

SI No.	Duration	Whether Long/ Short	Place of visit	Nature of assignment	Nature of Leave availed

12. Alternative arrangements during the proposed leave

1. DEPARTMENTAL WORK

- | | | | |
|---|------------------|---------------|---------|
| a) Academic courses work | B.Tech.
Ph.D. | M.Sc.
M.S. | M.Tech. |
| b) Research Guidance No. of Scholars | | | |
| c) Name of the staff members to Supervise / guide them (Please attach consent of the staff member in separate sheet(s)) | | | |

2. PROJECT WORK

- a) No. of projects under the control of the staff member
- b) Name of the staff members(s) who will be incharge of each project

3. OTHERS

- a) Whether the staff member is assigned any other Institute responsibility other than those mentioned at Item 12 (1) & (2). Please specify the alternative arrangements.

Signature of the Staff Member

REMARKS OF THE HEAD OF THE DEPARTMENT (for 12.1 (a) above)

Dated :

HEAD OF THE DEPARTMENT

REMARKS OF THE DEAN, ACADEMIC RESEARCH (for 12.1 (b) and (c) above)

Dated :

DEAN (ACADEMIC RESEARCH)

REMARKS OF THE DEAN, IC & SR (for 12.2 (a) and (b) above)

Dated :

DEAN (IC & SR)

@ Salary / Fellowship / Honorarium / Others (Specify)

- In case of Sabbatical Leave state the first appointment date as Academic Staff.

** To be filled up by Officer

The staff member availing Sabbatical Leave may be informed that at the time of rejoining he has to give a brief report regarding the work carried out during the period of Sabbatical Leave. In case of Book writing, specific and detailed, report as to whether the text of the book has been completed or the stage at which it prevails