



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

Howrah: 711-103, West Bengal, India

## JOINING REPORT

for PG Students and Ph.D Scholars

To: **The Dean, Academic Affairs**

1	Name of the Scholar/Student:					
2	Enrollment No:		3	Registration No:		
4	Date of Enrollment:	DD/MM/YYYY	5	Date of Registration:	DD/MM/YYYY	
6	Department/School/Centre:					
7	Student ID No:					
8	Telephone No:		9	E-mail Id:		
10	<b>Name of the leave availed:</b> (Please ✓ the right option)	Casual Leave (CL)	Special Leave (SL)	Medical Leave (ML)	Maternity Leave	Child Care Leave
11	Leave taken as per para 10. :	From:	DD/MM/YYYY	To:	DD/MM/YYYY	No. of days:
12	Prefix/suffix of holidays, if any:	PREFIX	SUFFIX			
13	The date of joining of duties after availing leave (para 10.):	DD/MM/YYYY				

### **DECLARATION**

I do hereby declare that the information furnished above are true to the best of my knowledge and belief.

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

\_\_\_\_\_  
Signature of the Scholar/Student in full

The incumbent has joined his/her duty on \_\_DD/MM/YYYY\_\_ after aviling \_\_\_\_\_  
leave from \_\_DD/MM/YYYY\_\_ to \_\_DD/MM/YYYY\_\_.

<i>Signature of H.O.D./In-charge of section</i>	<i>Signature of 1st Supervisor in full</i>	<i>Signature of 2nd Supervisor in full</i>

Comments

\_\_\_\_\_  
(Signature of the Concerned Dean with comments)