**HOSTEL LEAVE FORM**

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| 1. | Name of the student: | Mr./Ms. |
| 2. | Roll No., Dept. & Sem: |  |
| 3. | Room No. & Hostel No. |  |
| 4. | Date / Time of Departure: | Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ Time: \_\_\_\_\_\_ AM/PM |
| 5. | Date / Time of Arrival: | Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ Time: \_\_\_\_\_\_ AM/PM |
| 6. | No. of Days Leave Required: |  |
| 7. | Reason of leaving Hostel during Academics/Recess: |  |
| 8. | Contact Address & Phone no. |  |
| Signature of Student  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ | | Leave Granted/ Not Granted  Signature of Warden  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ |
| Date of Hostel Joining  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ | | Authorized Signature |

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**MESS LEAVE FORM**

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| 1. | Name of the student: |  |
| 2. | Roll No., Dept. & Sem |  |
| 3. | Room No. & Hostel No. |  |
| 4. | Duration of Leave: | From \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ |
| 5. | No. of days Mess-Rebate required | \_\_\_\_\_ days |
| Signature of Student  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ | | Signature of Warden  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ |

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**HOSTEL GATE PASS**

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| 1. | Name of the student: |  |
| 2. | Roll No., Dept. & Sem |  |
| 3. | Room No. & Hostel No. |  |
| 4. | Date / Time of Departure: | Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ Time: \_\_\_\_\_\_ AM/PM |
|  | Signature of Student  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ | Signature of Warden  Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ |