Annexure-II

LEAVE APPLICATION FORM

Department: _____   Date: ____/____/_____

Name of the student: _____

Enrollment No: _____   Semester/Section: _____

Leave from: ____/____/_____   **To:** ____/____/_____   No. of Days: _____

Reason: _____

_____

Details of Document/Proof: (if attached) _____

_____

Name & Address of the Parent/Guardian: _____

Contact Number of Parent/Guardian: _____ *(Hall assistant to verify the records)*

I hereby acknowledge that violating the hostel Entry/Exit rules shall lead to the laid down consequences.

Signature of the Student: _____

Hostel _____ Room No. _____ Contact Details: _____

-------------------------------------- *(To be filled by the department office)* --------------------------------------

Approved / Not Approved citing the reason (if any) _____

Semester Coordinator / Head of the department _____
                                                                (Name and Signature with date)

-------------------------------------- *(To be filled by the hall assistant)* --------------------------------------

Verification by the concerned Hall Assistant _____
                                                                (Name and Signature with date)

If approved, Application No.: NITS/DSW/Hostel/ YYYY/_____Dated: _____

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To be filled by the student on Return:

Date & Time of Return: ____/____/_____          Time_____ AM/PM

Signature of the student: _____
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GATE PASS (Annexure-II)

The student_____, Enrollment No._____

residing in Hostel _____, Room No. _____ is allowed to leave the institute campus at his own risk and responsibility as per the submitted undertaking bearing Application No.: NITS/DSW/Hostel/ YYYY/_____Dated: _____

He shall leave the Institute campus on ____/____/_____ Time_____ AM/PM and shall return on ____/____/_____ (date).

Verified by the Hall Assistant _____
                                                                (Seal and Signature with date)