

To,

The Hostel Warden

Name of Hostel

Sir / Madam,

Sub: Request for taking our Ward out of Hostel and Campus for Medical Treatment.

We wish to take our Ward out of the Hostel and Campus for purposes of Medical Treatment.

Our ward Name: _____

With Roll number _____

Studying in UG / PG/Research in Branch / Department / Year

Date and Time of Taking out: _____

Date and Time of expected return to the campus. _____

We have / have not consulted the IITDh attending medical officer in the matter of seeking outside medical assistance. If consulted – please attach a copy of medical advice / instructions.

We understand that the Ward and his/her health is our full responsibility.

We understand that upon return back to campus, our ward will produce necessary medical papers required to claim Medical Leave. We understand that our ward will personally submit the papers for medical leave to the Dean Faculty Office.

Upon returning we request you or your ward to sign the entry register of the Hostel

Regards

Signature Name and relationship to IIT Dharwad student.

Counter signature of the student

Space for Office