भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

HOSTEL LEAVE FORM (BSMS Students)

(To be used for leave of at least one day during holidays / no-class periods)

1.	Name of the student:	Mr./Ms.	
2.	Roll No., Dept. & Sem:		
3.	Details of the Hostel	Hostel Name:	Room No:
4.	Date / Time of Departure:	Date: _____/_____/_____ Time: _____ AM/PM	
5.	Date / Time of Arrival:	Date: _____/_____/_____ Time: _____ AM/PM	
6.	No. of Days Leave Required:		
7.	Reason of leaving Hostel during Academics/Recess:		
8.	Contact Address & Phone no.		

I_____(Name), Roll No._____, residing in Room No._____of_____ Hostel, hereby declare that the information provided in this leave application is true and correct the best of my knowledge.

Further, I shall

1) Abide by all Institute and Hostel rules and regulations during my leave.
2) Be responsible for my safety and conduct while away from the hostel.
3) Inform the Hostel Warden immediately by email if there is any change in my travel plan or expected date/time of return.
4) Return to the hostel on or before the approved date and time.
5) Understand that any delay or violation of hostel rules may attract disciplinary action as per Institute regulations.

Signature of the Student

Signature of The Caretaker Date: _____/_____/_____	Leave Granted/ Not Granted Signature of Warden Date: _____/_____/_____
Date of Hostel Joining Date: _____/_____/_____	 DoSA / ADoSA

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HOSTEL GATE PASS

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: _____/_____/_____	Signature of Warden Date: _____/_____/_____

Instructions

1. The Hostel Leave Form should be submitted at least 48 hours before the proposed hostel exit time.
2. In case of emergencies: leave may be considered at the discretion of the Hostel Warden; the resident must submit this completed leave form to the Hostel Warden immediately after returning to the hostel.
3. Any extension of leave must be communicated to and approved by the Hostel Warden before the approved return time.
4. Submission of this form does not guarantee leave approval. Leave shall be considered valid only after approval by the Hostel Warden.