

Form No.: _____

WARDEN'S COPY

HOSTEL LEAVE INTIMATION FORM
Indian Institute of Information Technology – Allahabad

Hostel: _____ Room No.: _____ Mobile (during absence): _____

Name: _____ Roll No.: _____

Period of Absence: From _____ To _____ Total Nights: _____

Destination: _____

Purpose of Absence: _____

Emergency Contact (Name & Phone): _____

Reason for Absence (tick applicable):

☐ Home Visit

☐ Medical Grounds

☐ Semester Vacation

☐ Academic Activity

☐ Placement / Interview

☐ Sports / Cultural Event

☐ Other (specify): _____

I hereby intimate that I will be absent from the hostel during the above period. I confirm that my room will be secured, electrical appliances switched off, and my mobile will remain reachable. I understand that this is an intimation under the Hostel Leave Policy and does not exempt me from academic attendance requirements.

Student Signature: _____ Date: _____

FOR WARDEN / ASST. WARDEN USE ONLY

Received on: _____ Acknowledged by: _____

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Form No.: _____

STUDENT'S COPY

HOSTEL LEAVE INTIMATION FORM
Indian Institute of Information Technology – Allahabad

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Name: _____ Roll No.: _____

Period of Absence: From _____ To _____ Total Nights: _____

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Purpose of Absence: _____

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