***Mandatory Information by Parents While Applying for Leave for their wards***

1. Parents Email should contain the following details and should be addressed to appropriate Hostel Warden ID (on the respective Hostel Warden email ID already displayed in Website) .
2. Email Subject should be Block & Room No and Period of leave required.
3. The following points to be mentioned :
4. Full Name of the student :
5. Registration No :
6. Date of Leave (Start – End) :
7. Purpose of leave:
8. Stay / Contact Details during leave period –

( Address and Mob no)

1. Copy of Travel Tickets : ( If not available can be sent later)

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