



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STUDENTS' AFFAIRS SECTION
विद्यार्थी कार्य अनुभाग

संदर्भ/Ref.: IITG/SA/HAB/POLICY/270/Vol. VII/459
दिनांक/Date: 05.08.2024

सूचना/NOTICE – 30/ 2024

This is for information of all hostel boarders that hereafter Hostel Leave Form (**HOSTEL/05**) (also attached overleaf) is made available in Students' Affairs/Hostel Affairs Board Webpage. The Link for the said form is: [Here](#)


He/She has to fill in the above-mentioned form to avail station leave. This form is compulsory while taking STATION LEAVE exceeding 1 day (24 hours/ also overnight stay for less than 24 hrs.) and also, for availing MESS REFUND when the duration of the station leave is 3 days or more.

Guidelines for hostel leave:

- 1) Hostel leave mess rebate admissible, only if a student takes leave for three (03) consecutive full days or more. He/she should ensure to fill in complete information in the application form.
- 2) He/ she must ensure to sign in the hostel leave (in and out) register kept at the hostel security desk while going on leave/vacation and coming back from leave/vacation. Concerned Hostel Staff and Mess Manager is to co-ordinate in this regard.
- 3) During hostel leave period student should inform his /her parents.
- 4) In case of late academic registration, prior approval from Competent Authority is required for claiming mess refund/rebate.
- 5) Submission for "Station Leave Form for Hostellers" to be in offline mode for the session July-Nov 2024 i.e **Thursday, 25th July 2024 to Saturday, 23rd November 2024.**
- 6) If a student avails long academic leave (visiting other lab within/outside the country) then he/she should inform the hostel office by filling the HOSTEL/05 form and making necessary entries in the security register desk at hostel.
- 7) It is compulsory to take the signature of mess manager in the leave form before going on leave. Mess Manager has to remove the 'Mess Card' of the student going on leave for period stated/applied.

Hereby this notice supersedes the earlier notice issued vide Ref:IITG/HAB/Policy/270/2022/331 dtd. 21.12.2023

This is issued with approval of the Competent Authority.


विभाग प्रमुख & संयुक्त कुलसचिव / HoS & Joint Registrar
विद्यार्थी कार्य अनुभाग / (Students' Affairs Section)

सूचनार्थ प्रतिलिपि/Copy for information to:

1. DoSA/ ADoSA- 1&2
2. All Chairperson/s (Students' Affairs)
3. All Warden/Associate Warden of Hostels/ Hostel Staff (Ensure to share the Notice with Mess Manager)
4. SSO/Security Section/ IITG Notice Board/Intranet



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati, Guwahati - 781 039

Form No.: Hostel/05

STATION LEAVE FORM FOR HOSTELLERS

(This form needs to be compulsorily filled up while taking STATION LEAVE exceeding 1 day (24 hours/also overnight stay for less than 24 hrs) and also, for availing MESS REFUND when the duration of the station leave is 3 days or more)

1	Name of Student	Mr./Ms.				
2	Details of Student	Roll No		Dept.		
		Program		Semester		
		Resident Hostel Name		Room No.		
		IITG Email ID		Mob. No.		
		Registered in Current Semester		(Yes / No) (Pl. tick)		
2	Home/Permanent Address					
3	Contact address and phone number during leave period (For emergency purpose)					
		Phone No.:				
4	Bank Account Details	A/c Name:			Bank Name:	
		A/c No:			IFSC:	
5	Purpose of Station Leave (Please specify)					
7	Duration of Station Leave from	Date:	To	Date:	Total Number of Days of Leave	
		Leave Time:		In Time:		
8	Subscribed Hostel Mess:					
9	Name and Signature of Mess Manager	Date		Time		

I confirm that my parents/guardians/spouse know and gave consent for this leave. I will ensure my own safety and will not hold the Institute authorities responsible for it during my absence. I accept full responsibility for any of my action(s) that might tarnish the reputation of the Institute during this time. Also, I am confirming that I have submitted the leave application on the Academic ERP portal. I understand that if submitted after office hours, a scanned copy of the same will be sent by me to hostel office/warden/associate warden through email, failing which the leave intimation will NOT be accepted.

Date:

Signature of the Applicant:

FOR OFFICIAL USE:

We hereby confirm that the student has informed us that she/he is going out of station for the above-mentioned period before leaving the campus:

1.	Signature of Hostel Officials	
2.	Signature of Warden/Asso. Warden	



STUDENT COPY

Name of Student and Room No.	
Duration of Station Leave (Start and End Date)	
Name of the Security (who locked the room)	
Signature of the Security (with Date and Time)	