

# BOARDER'S BOOK

Name and Contact of the boarder:

Hostel:

Room no.:

Department:

Registration no.:

Name and Address of Local guardian (with contact no. and e-mail ID):

Specimen Signature

Student	Parent/Guardian	Local Guardian	Warden

Note:

- 1) Any kind of leave requires permission of the local guardian, Head/Coordinator of respective centre and the warden. In case of research scholars, permission of the supervisor and warden is sufficient.
- 2) Should the leave period be for more than 3 consecutive days, permission of DSW is also mandatory.
- 3) A student can apply for such leaves only twice in a month.
- 4) Prior approval of parents/guardian is required if the boarder stays with anyone other than parents/guardian/local guardian's home during their leave period. (e.g. going for interview in other place, attending function of relatives/friends, etc)
- 5) Boarders must make an entry in the register maintained at the hostel gate before proceeding on leave.

N.B: The Boarder's Book is the property of the hostel and is to be kept in the hostel office. A payment of Rs 50/- will have to be made for issue of a new/additional Boarder's Book. The amount will be deposited in the **Mess Development Fund**. The leave record in the Boarder's Book can not in any way be used for any purpose other than boarder's movement and discipline related issues.

Name and Registration number of the boarder:

Hostel:

Room no.:

SL. NO.	Purpose of Leave	Address while on leave	Period of Leave (NO. of days)	Signature of local guardian	Approval from		
					HOC	Warden	DSW
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							

Name and Registration number of the boarder:

Hostel:

Room no.:

SL. NO.	Purpose of Leave	Address while on leave	Period of Leave (NO. of days)	Signature of local guardian	Approval from		
					HOC	Warden	DSW
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							

