



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(An Institute of National Importance under Ministry of Education, Govt. of India)

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CW Office

HOSTEL LEAVE/CHECK-OUT FORM

(Must be submitted before leaving the hostel to the Caretaker)

Hostel Name		
Boarder Name		
Roll No.		
Email Id.		
Room No.		
Phone No.		
Emergency Number		
Purpose of Leave		
Station Leave (Mark Tick)	Yes	No
Address while on Leave		
Leave Duration	From	To

----- Boarder's Signature	----- Caretaker/Warden/Chief Warden Signature
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Note: This form is not applicable for mess rebates. All the students checking out of the hostel to avail leave must submit the form to the caretaker or warden (Hard Copy Only) before departure.