



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
Bijni Complex, Laitumkrah, Shillong 793003

**Hostel Leave cum Mess Rebate - Application Form**

Name:				
Programme:		Department:		
Roll No.:		Year/Sem:		
Hostel:		Contact No:		
Name of Supervisor (For Ph.D. Students Only):				
Purpose of Leave				
Period of Leave	Departure date and time		Arrival date and time	No. of Full Days
Whether Leave has been Granted by HoD/ supervisor:		YES	NO	<i>*If yes, copy of approved leave to be attached</i>
Mess Rebate Applicable?		YES	NO	<i>*For less than 5 days of leave, mess rebate is not applicable</i>

Date:

Signature of Hosteller

**Signatures to be taken**

			Remarks (if any)
Hostel Caretaker Signature with Date:			
Hostel Caterer Signature with Date:			
Lunch Caterer Signature with Date:			
Approved/Disapproved by Warden:	Approved/Disapproved	Signature and Date	

**FOR OFFICE USE**

Name & Roll No.:		Hostel:
Hostel Leave Period:		

Mess Rebate Calculation, if applicable

No. of Breakfast	No. of Dinner	No. of Hostel Lunch	No. of Campus Lunch

Date:

Signature of Dealing Official

*\*\*Original copy of the Application Form to be submitted to the office of Chief Warden at least 2 days before availing leave.*