



Applicable w.e.f. 01st July, 2023

**Undertaking/Intimation form for Leaving the Institute Hostel for
Official/Personal/Hometown Visits**

1. Name: _____
2. Roll No. _____ Branch: _____
3. Mobile number: _____
4. Email Id: _____
5. Hostel Name: _____ Room No: _____
6. Date and Time of Leaving the Institute: _____
7. Date of Return to the Institute: _____
8. Whether going to Hometown (Yes/No): _____
9. Address during leave: _____

10. Emergency Contact Number: _____

I declare that my parent(s)/family are fully aware and approve of my visit as per above mentioned details. I take full responsibility of myself during this visit. The Institute shall not be responsible for any incident that may happen during this visit.

Student's signature:

Date: _____

Date of leaving the institute verified by hostel caretaker,

Signature of the hostel caretaker _____ Date _____