



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

(बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

WOMEN ENGINEERING COLLEGE, AJMER

(A CONSTITUENT COLLEGE OF BIKANER TECHNICAL UNIVERSITY, BIKANER)

Nasirabad Road, Makhupura, Ajmer - 305002

website: www.gweca.ac.in

Ph. No.: 0145-2695535

STUDENT HOSTEL LEAVE FORM

HOSTEL Name _____

Name of Student _____
Hostel Room No _____
College ID / Roll No. _____
Branch / Semester _____
Home Town _____
Student Mobile No. _____
Father's / Mother's / Guardian's Name _____
Parent / Guardian Mobile No. _____
Leave From _____ To _____
Reason for Leave _____
Place to visit _____
Mode of Transport _____ Bus / Train / Flight / Own Car / Taxi
Route of Journey From _____ To _____
Night Journey _____ YES / NO
Hostel Leaving Date _____ Time _____
Home Reaching Date _____ Time _____
Home Leaving Date _____ Time _____
Hostel Reaching Date _____ Time _____

Undertaking by Student

1. I am responsible for my journey, class attendance, syllabus coverage and examination (if any).
2. I shall return to the hostel on the approved date and time.
3. In case of any delay in reaching the hostel, I will immediately inform the Hostel Warden/Caretaker and provide the valid reason for delay.
4. I shall follow all hostel rules and regulations during the leave period.
5. I hereby declare that the above information furnished by me is true and correct.

Date: _____

Signature of Student: _____

Check list

Proof of Reason Attached (if any) along with application duly signed by parents	YES / NO
Parent's Application Attached	YES / NO
Parent's Signature Matched	YES / NO
Hostel Staff Talked to Parent/Guardian	YES / NO

Remarks by Warden

Leave Status: Approved / Not Approved

Signature of Faculty Warden: _____