



VISVA-BHARATI

Santiniketan

## STUDENTS' LEAVE APPLICATION

To

The Superintendent/Warden

.....Girls' Hostel

Visva-Bharati

Date: .....

Through HOD: .....

Sir/Madam,

I am a student of .....Department:.....Bhavana/Vibhaga.

I beg to apply for leave for .....Day(s) from .....to .....I shall come back.....

Name of the Applicant (Block Letters)	
Telephone No.	
Name of the Hostel	
Reason for Leave:	
Address of his/her Destination: (If not going home, reason is to be verified by the HOD (i.e. Field work / Interview / Library / Seminar etc.)	Address Verified:(Tick out if satisfied)
Permanent Address / Home Address with Guardian's Name and Telephone No.	Address Verified. (Tick out if matches with the Office Record):
Opinion of the HOD: (Permitted / Not permitted)	(Signature of the HOD with seal)
Received application by the Hostel In-Charge on: .....at.....Time	(Signature of the Hostel In-Charge with Phone No.)

The statements made above are true to the best of my knowledge and belief. In case any information is found false or incorrect, I shall be liable for disciplinary action by the University.

Signature of the Student with Date

(To be detached and submitted to Hostel Warden on return)

## CONFIRMATION OF VISIT

(To be filled up by Guardian / Parent)

Sl.No

Name of Student:

Name of Guardian / Parent:

Mobile No.:

Arrival at Home		Departure from Home		Mode of Transport to be used (Flight/Train/Bus/Any Other)
Date	Time	Date	Time	

N.B.: This receipt must be produced on return.

Without this, the student will not be allowed in the hostel.

Full Signature of the Guardian/Parent with Date