

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

(An Institute of National Importance under MoE, GoI)
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127
मेलक्कोटटैयुर, वंडलूर-केलमपाक्कमराड, चेन्नई-600127

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|--------------------------------------|--|---|----------|
| Name of the Hostel Inmate: | | | |
| Roll no: | | Hostel Name: | Room No: |
| Reason for Leave: | | <input type="checkbox"/> Internship <input type="checkbox"/> Conference / Workshop / Hackathon <input type="checkbox"/> Vacation Leave (Ph.D/PG Only) <input type="checkbox"/> Others then Specify <input type="checkbox"/> Club / Sports Activities <input type="checkbox"/> Medical Reasons | |
| Date of Journey (exit from hostels): | | Return Date: | |

1. Absence from the hostel must be to qualify for the rebate.

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|------------------------------|--|
| At least 11 consecutive days | Medical or Personal reasons, |
| At least 3 consecutive days | Vacation /Club/Sports Conference / workshops / hackathons / internship |

2. Conference/workshop/hackathon should be approved by HOD and participation certificates should be submitted.
3. A Final approved internship form must be submitted before the internship.
4. Proper in and out closing must be recorded in the student movement register and biometric at hostel
5. An internship completion letter from the organization is mandatory.
6. The hard copy submission date to the hostel office administration will be considered for the mess rebate.
7. Students are responsible for verifying that their names are accurately included in the mess rebate Excel sheet to ensure eligibility.

I agree to comply with all the outlined procedures by submitting a mess rebate form, any failure following these procedures will result in the rejection of my claim.

Inmate's Signature

| | |
|-------------------------------|-------------------------|
| Recommended / Not Recommended | Approval / Not Approved |
| PIC – ADC | Chairman Mess Affairs |

FOR OFFICE USE – HOSTEL OFFICE)

Hostel office