

**Form: H4****INSTITUTE HOSTEL LEAVE FOR INTERNSHIP**

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

Name of the Hostel Inmate:	
Roll no:	
Hostel Name:	
Room No:	
Reason for Leave:	
Date of Journey (exit from hostels):	
Return Date:	
Destination (complete address):	
Internship Details:	
Father Name:	
Father Mobile No:	
Mother Name:	
Mother Mobile No:	
Guardians Name:	
Guardians Mobile No:	
Inmate's Signature:	
Parents' Consent Attached	YES/NO
Copy of Form P2/P4 (Approval of Internship from Institute) attached	YES/NO

The form must be submitted to the respective hostel office at least **72 hours** prior to departure from the hostel.

\*The number of days will be counted based on the actual nights spent outside the hostel, regardless of academic class schedules.

If parents are not comfortable with English, they may send the equivalent message in their native language via text. Hostel Office Phone Number: 8778400261

Approval of Warden