

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
मेलक्कोट्टैयुर, वंडलूर-केलम्पाक्कमराड, चेन्नई-600127

Name of the Hostel Inmate:					
Roll no:		Hostel Name:		Room No:	
Reason for Leave:		<input type="checkbox"/> Internship <input type="checkbox"/> Vacation Leave (Ph.D/PG Only) <input type="checkbox"/> Club / Sports Activities			
Date of Journey (exit from hostels):					
Return Date:					

1. Absence from the hostel must be at least 11 consecutive days to qualify for the rebate.
2. A Final approved internship form must be submitted before the internship.
3. Proper in and out closing must be recorded in the student movement register.
4. If required to return to the hostel during the internship, prior Intimation must be given to the hostel office. Similarly, prior intimation must be provided when leaving the hostel to resume the internship.
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. After the semester concludes, eligible students will receive a separate Mess Rebate G form, which must be filled out and submitted without fail.
8. 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

Recommended / Not Recommended

PIC – Mess

Chief Warden

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