

## **Annexure - B**

### **IIITDM KANCHEEPURAM**

#### **HOSTEL OFFICE**

1. Hostel leave rules and SOPs are framed to ensure safety and security of every resident in the hostel. This will encourage students to be responsible for their leave requests and hostel stay. Further, parents/guardians feel assured that their wards are in a regulated and safe environment.

#### **1. General Leave Rules**

- Students must submit a leave request in advance through the prescribed format (written application or online portal).
- Leave will be granted only with the approval of the hostel warden or relevant authority.
- Emergency leave can be requested in case of medical or urgent personal matters.
- Students must provide valid reasons for leave along with supporting documents if required (e.g., medical certificate for sick leave).

#### **Standard Operating Procedure for Hostel Leave**

1.1 Any student intending to leave the campus, whether temporarily or otherwise, must obtain a hard copy of the written leave form (**H1- Form**) signed by their respective hostel warden. A hard copy of the leave form must be submitted to the caretaker at the respective hostel office at least 48 hours before the intended departure. The caretaker will seek the warden's approval and inform the student of the request's status. Students are not allowed to approach the warden directly for a signature on the leave request form, as the caretaker is responsible for maintaining a proper leave register at the hostel office. However, PhD scholars are allowed to leave the hostel immediately after submitting the leave form to the caretaker without waiting for the approval of the warden. Students applying for leave permission must provide the date and time of their intended departure and return, along with the destination (students are only allowed to go to their home or the registered local guardian's home), and record all these details in the IN-OUT register maintained at the security desk of each hostel.

1.2 No student is allowed to leave their room at night without prior written permission from the respective warden. Students who are members of institute clubs/sports etc. have to submit a written approval letter endorsed by the respective PIC well in advance (preferably 3 days in advance- **H2 Form**).

1.3 When a hostel resident wishes to leave the hostel or station for vacation, the student must submit a signed application in the prescribed format (**H3 Form**) to the respective hostel caretaker. The student must make the necessary entry in the IN-OUT Register available at the security desk and main gate of the hostel.

1.4 It is mandatory in all such absences to record the departure/return date, time and place to which they are going along with the Name of the guardian/parent, complete postal address, and telephone/mobile number to be submitted to the respective hostel caretaker .

1.5. The only permitted destination is either the parent's home or the registered local guardian's home. If a student wants to change the local guardian address, a hard copy of the parent's consent needs to be submitted to the hostel office. After verification, the same will be added/updated in the hostel database.

1.6 Leave requests for long leaves for the planned external internship should be made with prior approval from the PIC Internship and other officials as mentioned in internship permission application form(**P4 Form** available in institute website). Approved copy of P4 form and hostel leave form (**H1 Form**) must be submitted to the respective hostel caretaker at least 3 days before the departure. It is the responsibility of the student to inform the PIC Mess with the (**H8 Form**) hard copy to the hostel office by the student for availing mess rebate.

1.7 Students who have registered 'Chennai or nearby areas' as their home/local guardian address during admission are eligible for weekend leave each semester, provided they submit a written consent letter from their parents (to be endorsed by the respective hostel warden) to the hostel caretaker. This consent letter for weekend visits is only valid for one semester. However, hostel warden approval is not required for such students for weekend visits to home/guardian residences. Also, if such students want to take leaves on any other day the standard procedure for leaves will apply.

1.6 Planned leave applications such as festival/weekend/family functions, Institute holidays etc. (less than 7 days) should be given 2 days in advance. (**Form H1**)

1.7 Leave requests equal to/longer than 7 days during the semester need faculty advisor/supervisor recommendation and written consent from parents. (**Form H5**)

1.8 The email procedure for leave applications is not allowed. Students must strictly submit a hard copy of the leave application in the prescribed format to the respective hostel caretaker.

1.9. In case of medical emergency/Family calamity, the student's parents shall contact the respective hostel caretaker/ assistant warden/ warden for information/approval through message or call through their registered mobile number and specify the emergency. The student has to mention their leave in the hostel register and main gate register. After returning, the student must submit the necessary documents to the hostel office to justify the nature of the medical emergency / an extension of leave for medical reasons. (**Form H6-** after coming back to campus)

2.0. In case of parents visiting the hostel to pick up their ward, the leave form can be handed over to the respective hostel caretaker in person.