HALL MANAGEMENT CENTRE
IIT KHARAGPUR

"Out-of-Campus" Approval for Boarders during Weekends/Holidays

Name of the Boarder	
Roll No.	
Department/Centre/School	
Hall Name and Room No.	
Contact Number	
Residential Address	
Guardian's Name and Contact Number	
Period of Leave (Must mention the Date, Month, and Year)	From: To:
Place of visit	
Guardian's consent through message or Email	**Yes/No** (To be verified by the Security at the main gate)
Signature of the Boarder with date	
If the Guardian's consent is Yes, the student is permitted to leave the campus and the filled in form should be submitted at the security main gate for official purpose. The student must enter the below information on EXIT/ENTRY at the security main gate	
Exit Date and Time	
Entry Date and Time	