



Central University of Tamil Nadu, Thiruvavur

Hostel Leave form

Hostel Copy

1.	Name of the Hostel Resident					
2.	Roll Number					
3.	Programme & Year of Study					
4.	Hostel Name & Room No.					
5.	Resident Mobile Number					
6.	Parent / Guardian Mobile Number:					
7.	HOD Mobile Number:					
8.	Place of visit with complete address					
9.	Purpose of visit					
10.	Proposed Date and Time of Hostel Exit					
11.	Proposed Date and Time of Hostel Entry					
12.	Signature of the Hostel Resident					
13.	Signature of the Caretaker / Warden with Seal	<table border="1" style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr><tr><td style="text-align: center;">Caretaker</td><td style="text-align: center;">Warden</td></tr></table>			Caretaker	Warden
Caretaker	Warden					

-----Details below are to be filled by the Security Personnel -----

S. No. (in Hostel Gate Register):			
Details	Date	Time	Signature of the Security personnel with date and time
Exit at Hostel Gate			
Entry at Hostel Gate			

Leave shall be applied 24 hours before the proposed Exit Time at Hostel Gate, in normal situations. Student must show their CUTN student ID card to the caretaker at the time of approval.



Central University of Tamil Nadu, Thiruvavur

Hostel Leave form

University Main Gate Copy

1.	Name of the Hostel Resident					
2.	Roll Number					
3.	Programme & Year of Study					
4.	Hostel Name & Room No.					
5.	Resident Mobile Number					
6.	Parent / Guardian Mobile Number:					
7.	HOD Mobile Number:					
8.	Place of visit with complete address					
9.	Purpose of visit					
10.	Proposed Date and Time of Hostel Exit					
11.	Proposed Date and Time of Hostel Entry					
12.	Signature of the Hostel Resident					
13.	Signature of the Caretaker / Warden with Seal	<table border="1" style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr><tr><td style="text-align: center;">Caretaker</td><td style="text-align: center;">Warden</td></tr></table>			Caretaker	Warden
Caretaker	Warden					

-----Details below are to be filled by the Security Personnel -----

S. No. (in Hostel Gate Register):			S. No (Main Gate Register):
Details	Date	Time	Signature of the Security personnel with date and time
Exit at University Gate			
Entry at University Gate			

Leave shall be applied 24 hours before the proposed Exit Time at Hostel Gate, in normal situations. Student must show their CUTN student ID card to the caretaker at the time of approval.