



**INSTITUTE OF SCIENCE &  
TECHNOLOGY FOR  
ADVANCED STUDIES & RESEARCH**  
THE CHARUTAR VIDYA MANDAL (CVM) UNIVERSITY



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ISTAR/OFF/

Date:

To,  
The Rector,  
Ranak Hostel,  
Vallabh Vidyanagar – 388 120.

Respected Madam,

The following student/s of our college is/are staying at Ranak hostel:

Sr. No.	Name	Semester	Roll No.	Room No.

She/they wish to leave the hostel on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. and will  
return to the hostel on \_\_\_\_\_ at about \_\_\_\_\_ a.m./p.m. on account of  
\_\_\_\_\_.

I, therefore, recommend that she/they be granted leave of absence from  
the hostel for the above stated period. They will be escorted by our following  
staff members.

1. \_\_\_\_\_
2. \_\_\_\_\_

Thanking you,

**Dr. M. M. Raj**  
Principal, ISTAR

**Program Coordinator**

**Rector, ISTAR**