Steps for applying Hostel Leave

[To be submitted by a hostel boarder except Temporary Hostel Allotment & Project Staff]

Scan here

Step 1 - Login:

Login to the HAB portal using the ERP credential of concerned boarder using the following link -

https://online.iitg.ac.in/sa

Step 2 – Applying for Hostel Leave:

After login, click the link 'Hostel Leave' in the Student Dashboard. Click 'Apply Hostel Leave', check the pre-filled data, fill the details and submit the application.

Step 3: Forwarding from the concerned Hostel Office

After successful submission, concerned Hostel Office will check the data and forward the application for hostel leave.

Step 4: Approval from the concerned Hostel Warden

After checked by the hostel office, the Warden will approve the request.

Step 5: Report at Security Desk

After approval of the request from the Warden, the boarder will report to the Security Desk in a register while going for leave and arrival from leave.

[N.B.: While calculating mess bill, the day of leaving and day of arrival will not be counted for deduction]