

**Student Welfare Division**  
**Procedure for Leave Application**

The Online Leave procedure appears to be functioning well. But there have been some problems. The steps to be followed for are given below again. Please follow these closely to avoid inconvenience.

1. Login at the SWD site (<http://10.10.10.120>) using your BITS email id and password.
2. Apply for leave and submit *You have to apply atleast one day in advance!*
3. You still have to meet the Warden with the Parental letter or Fax. *Meet your Warden atleast one day in advance!*
4. Alternatively you may ask your father to email a scan copy of the letter
5. When the Warden receives your permission letter he/she will approve your leave online. *Do NOT get signed a hard copy of the Leave Application by the Warden*
6. A report will be sent to gate and Mess about your leave. *You do NOT need a hard copy of the Leave Application to show to Gate*
7. In the event of emergency (so you need to leave the same day you may approach the Warden with hard copy Leave application. You will also need to sign the undertaking form available at SWD Office B218 or your Hostel assistant.

**Chief Warden**