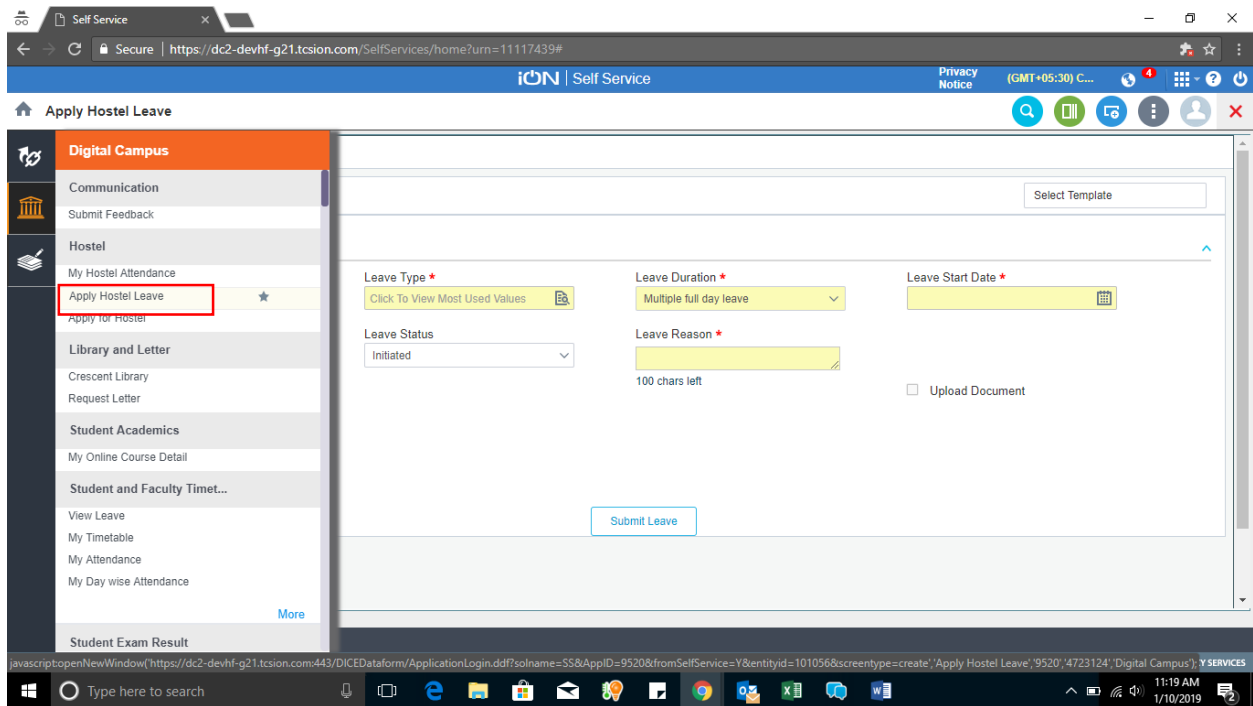
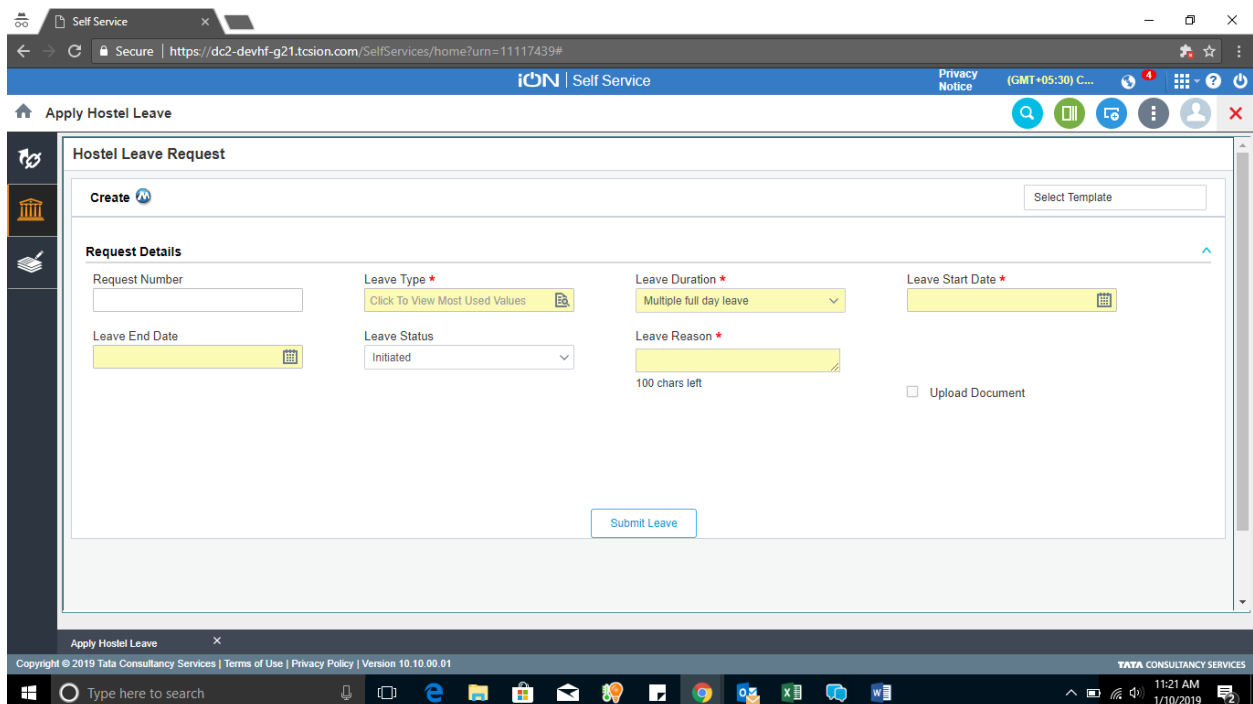


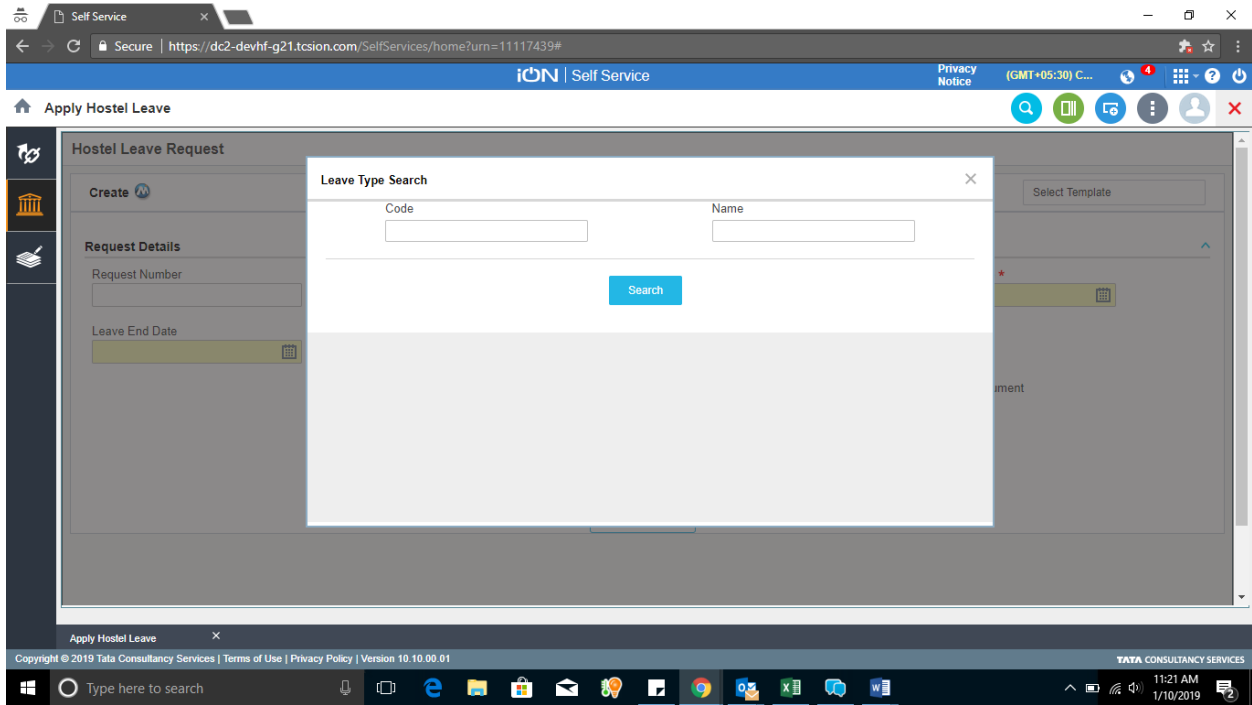
Login to Student Self Service Page : Under Digital Campus : select Apply Hostel Leave



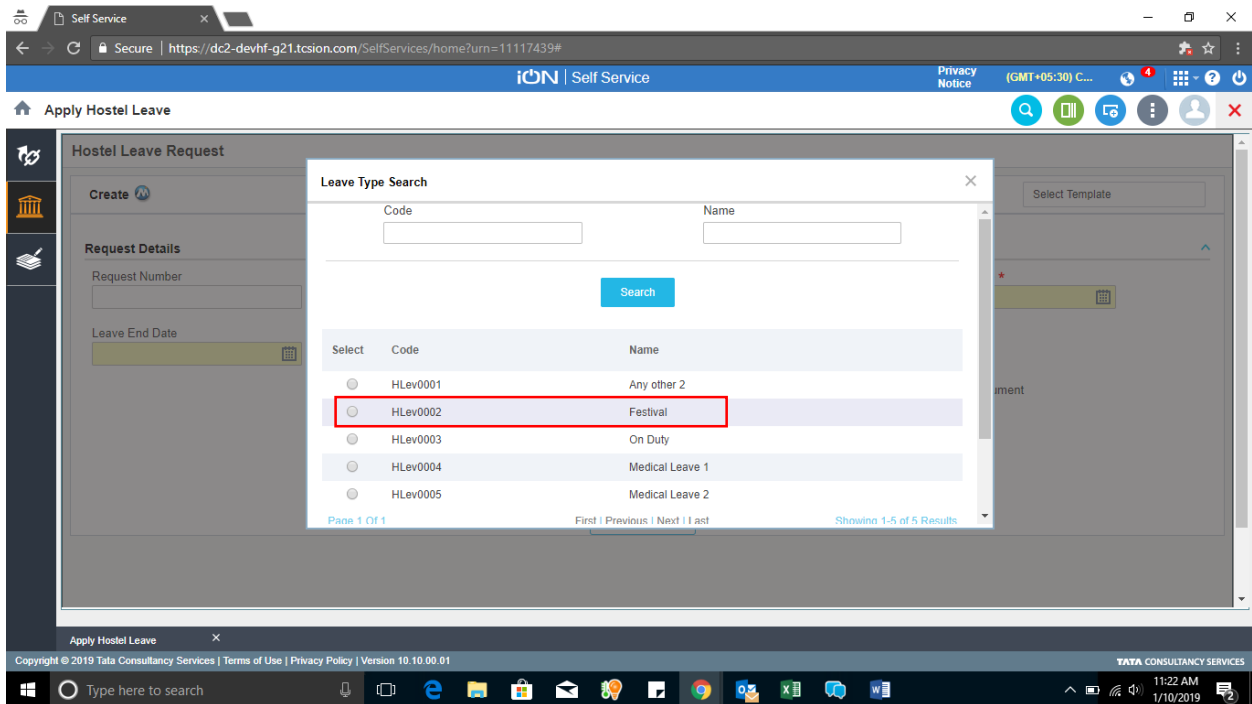
This screen will be on view



Step 3 : Select Leave Type and proceed for search



Step 4 : Select Leave Type Option as Festival



Select Leave Duration : Multiple Full day Leave

The screenshot shows the 'Hostel Leave Request' form in the 'Apply Hostel Leave' section. The 'Leave Duration' dropdown menu is open, and the 'Multiple full day leave' option is selected and highlighted with a red box. Other fields include 'Request Number', 'Leave Type' (Festival), 'Leave Start Date', 'Leave End Date', and 'Leave Status' (Initiated). A 'Submit Leave' button is visible at the bottom.

Leave Start Date and End Date should be updated

Leave Status : Always initiated

The screenshot shows the 'Hostel Leave Request' form with updated values. The 'Leave Start Date' field is highlighted with a red box and contains '13-01-2019 12:00AM'. The 'Leave End Date' field is highlighted with a red box and contains '17-01-2019 11:24AM'. The 'Leave Status' dropdown menu is highlighted with a red box and set to 'Initiated'. The 'Leave Duration' dropdown menu is set to 'Multiple full day leave'. The 'Leave Reason' field is empty. A 'Submit Leave' button is visible at the bottom.

Leave Reason : Update the **reason along with visiting address.**

The screenshot shows a web browser window with the URL <https://dc2-devhf-g21.tcsion.com/SelfServices/home?urn=11117439#>. The page title is "Apply Hostel Leave". The main content area is titled "Hostel Leave Request" and contains a "Create" button and a "Select Template" dropdown. Below this is the "Request Details" section with the following fields:

Request Number	Leave Type * Festival	Leave Duration * Multiple full day leave	Leave Start Date * 13-01-2019 12:00AM
Leave End Date 17-01-2019 11:24AM	Leave Status Initiated	Leave Reason * 100 chars left	<input type="checkbox"/> Upload Document

A "Submit Leave" button is located at the bottom of the form. The footer of the page includes "Copyright © 2019 Tata Consultancy Services | Terms of Use | Privacy Policy | Version 10.10.00.01" and "TATA CONSULTANCY SERVICES". The Windows taskbar at the bottom shows the time as 11:27 AM on 1/10/2019.