Modalities for Pass-Out Students to Vacate Their Hostel Rooms

NIT SILCHAR | OFFICE OF DEAN (SW)

Modalities for Vacating Hostel Rooms by the Pass-Out Students (UG, PG students and Ph.D. scholars) in 2020:

(*Not applicable for those who have already vacated their hostel rooms*)

The modalities are:

1. **All pass-out students (B.Tech., M.Tech., M.Sc., MBA, and Ph.D.) in July-August 2020 have to vacate their hostel rooms by 20th October 2020**.

2. Students are required to apply for permission to the Dean (SW) through e-mail (deansw@nits.ac.in) attaching the duly filled-in "***Data Sheet – vacating hostel rooms by passed out students***" with correct information.

3. Application with incomplete or wrong information in the Data Sheet shall not be considered for issuing permission.

4. A special permission may be given to the passed out students for a maximum of 2 nights stay in their respective hostel rooms (only). For that the students must mention the same in their application to the Dean (SW) for permission (Sl. No. 2 above).

5. If a student can't come to NIT Silchar campus, he/she may authorize either his/her parents/legal guardians or another student of NIT Silchar to vacate his/her hostel room on his/her behalf. In that case, the details must be mentioned in the Data Sheet submitted at the time of seeking permission to the Dean (SW). Further, a proper authorization letter in the prescribed format needs to be submitted to the Hostel Office at the time of reporting to the hostel.

6. The authorized person(s) (if not a student of NIT Silchar of 2020 pass-out batch) coming to NIT Silchar campus for vacating the hostel room of a particular pass-out student, however, is/are not allowed to stay overnight in the NIT Silchar Campus.

7. The Office of the Dean (SW) shall permit a student or his/her authorized person based on the request through return e-mail with a copy to the Associate Warden of the concerned hostel.

8. ***Students (or their authorized persons) without prior permission of the Dean (SW) are not allowed to enter the hostel premises.***

9. After obtaining the permission from the Office of the Dean (SW), the concerned student has to contact the Associate Warden of his/her Hostel (through e-mail or phone) for a mutually agreed date(s) for vacating his/her hostel room. This scheduling is essential in order to follow the COVID-19 Protocol as well as to maintain the process smooth.

10. If a student is staying in shared accommodation (double / triple seated room) in a hostel, then he/she has to take "No-Objection" from his/her roommate(s) through e-mail and the same has to be submitted to the Hostel Office at the time of reporting to the hostel or may send the same through e-mail to the concerned Associate Warden.

11. The permission obtained shall automatically get null and void in case of non-submission of the documents mentioned in the "List of Documents to be produced at the Hostel" at the time of reporting to the Hostel Office.

12. The student/authorized person must bring the key of locked room. If the room lock is to be broken, then he/she has to submit consent letter for the same and must replace the broken lock by a new lock and key.

13. The students/authorized persons must follow the health advisories and precautions of Govt. Health Agency during their period of stay inside the Institute campus.

14. NIT Silchar will not take any responsibility of any untoward incident such as health hazard etc. that might take place to the person during the event and after their departure. Persons involved must take sufficient precautionary measures to prevent such incidents.

15. Institute will not take any responsibility of any document/valuable items which is/are missing or damaged in the hostel rooms (locked by the students and keep the keys with them) during the period from March 2020 till date.

16. Each and every student or his/her authorized person(s) has to compulsorily enter the details at the time of entering and leaving the concerned Hostel in the "Entry-Exit Register" available with the Supervisor of that hostel or the Security personal posted at the respective Hostel Gate. Further, he/she/they has/have to compulsorily enter the details at the time of entering and leaving the Institute Campus in the "Entry-Exit Register" available with the Security personal posted at the Institute Entrance Gate.

The "List of Documents to be produced at the Hostel" are:

1. Permission intimation from the Office of the Dean (SW) obtained through e-mail (only from deansw@nits.ac.in).

2. Photocopy of Institute Identity Card of the concerned student

3. Photocopy of National Identity Card (Aadhar/PAN/Passport/Voter ID etc.) of the concerned student

4. Photocopy of National Identity Card (Aadhar/PAN/Passport/Voter ID etc.) of the authorized person (In case a student is authorized any person)

5. Duly signed "Declaration from Student" document as per the prescribed format

6. Duly signed "Declaration from Parents/Legal Guardian" document as per the prescribed format

7. Authorization Letter (In case a student is authorized any person)

8. No-Objection Letter from his/her room-mate(s), if applicable (copy of this letter obtained through e-mail may be accepted)

9. No-Objection Letter from that student with whom the Hostel Room is exchanged mutually, if applicable (copy of this letter obtained through e-mail may be accepted)

Advisory Notes:

The pass-out students are asked to pay due attention to the following points considering the *Institute Convocation for the year 2020* which is to be held in **virtual mode** on *2nd November 2020*. It is mandatory for all pass-out students to get themselves clear from the following defaulters' lists (*Sl. Nos. 1-4*) in order to get the degree awarded in the Convocation.

1. The students are asked to return the books etc. to the Institute Library and get clear their name from the defaulters' list available with the Institute Library.

2. The students are asked to contact their parent department (Head and/or Guide) before arriving at NIT Silchar through e-mail or phone to know whether they have any dues or not. If "YES", then they are advised to get clear their name from the departmental defaulters' list.

3. If any student has some financial obligations like advance drawn from the Institute, he/she is advised to get clear his/her name from the defaulters' list of the Accounts Section of the Institute.

4. All the pass-out students are asked to submit the online feedback form already circulated.

5. Further, the students are asked to contact the Academic Section [(Dean (Acad.) or Asstt. Registrar (Acad.)] before arriving at NIT Silchar through e-mail or phone to know whether any formality like correct spelling in their names, correction in their Regn. No., Postal Address for future correspondence etc. are required.

Declaration from Student

I, Mr./Ms./Mrs. ....of .... Department with Registration No. .... have been staying in the Room No. .... of Hostel No. .... do hereby declare that I/we have gone through the "***Modalities for Pass-Out Students to Vacate Their Hostel Rooms***" and agreed with the terms & conditions mentioned thereon.

Accordingly, I do understand that the Institute may take appropriate disciplinary action(s) against me for violation of any the terms & conditions mentioned in that document.

Date: ....
Place: ....
                                                  (Signature of the applicant)

Declaration from Parents/Legal Guardian

I, Mr./Ms./Mrs. ....Father/mother/ legal guardian of ....(*student's name*), of .... Department bearing Registration No. .... and stayed in Hostel No. .... do hereby declare that I/we have gone through the "***Modalities for Pass-Out Students to Vacate Their Hostel Rooms***" and agreed with the terms & conditions mentioned thereon.

Accordingly, I do understand that the Institute may takeappropriate disciplinary action(s) against him/her for violation of any the terms& conditions mentioned in that document.

Date: ....

Place: ....
                                                            (Signature of the parent/ legal
                                                            guardian of the applicant)

Authorization Letter

(In case a student is authorized any person)

I, Mr./Ms./Mrs. ....a student of .... Department bearing Registration No. .... have been staying in the Room No. .... of Hostel No. .... do hereby authorize Mr./Ms./Mrs. ...., my (*relation*) .... to vacate my hostel room on my behalf.

The above mentioned person, authorized by me, shall carry the .... (*name of National Identity Card like Aadhar/PAN/Passport/Voter ID etc.*) bearing (*registration no.*) ....

I hereby also declare that the above authorized person shall take the full responsibility of all the document or valuable items of mine including the missing or damaged (if found).The Institute in any manner shall not be responsible for any cause in any circumstance.

Date: ....
Place: ....
                                                                  (Signature of the applicant)

NO OBJECTION CERTIFICATE

(From Room-mate)

I, Mr./ Ms. …... Registration No. .... boarder of Hostel No. .... Room No. .... has no objection in providing access to my room (Room No. ....) during my absence to Mr./Ms. ....…….....................

I hereby declare to take the full responsibility of any document or valuable items of mine, if found missing or damaged.

The Institute in any manner shall not be responsible for any cause in any circumstance.

Date: ....

Place: ....

(Signature of the
applicant's room-mate)

NO OBJECTION CERTIFICATE

(For exchanged room)

I, Mr./ Ms. .... Registration No. .... boarder of Hostel No. .... Room No. .... have been staying in Room No. .... of Hostel No. .... since July 2019, which was allotted to Mr. .... Registration No. .... We did this mutual adjustment without informing the Institute authority.

As such, I, Mr./ Ms. .... have **NO OBJECTION** in providing access to my allotted room (Room No. ....) of Hostel No. .... during my absence to Mr./Ms. ....…......................

I hereby declare to take the full responsibility of any document or valuable items of mine, if found missing or damaged.

The Institute in any manner shall not be responsible for any cause in any circumstance.

Date: ....
Place: ....
                                                        (Signature of the student
                                                        with whom the hostel room
                                                        was exchanged mutually)