

NOTICE TO VACATE THE HOSTEL

1. All the students are required to vacate their hostel rooms along with all their belongings, latest by **15th December 2020**.
2. The students may visit their hostel on any working day from 9:30 am to 6 pm with prior permission of the warden concerned with effect from 23 November 2020 to 15 december 2020 to vacate his/her room. No student will be allowed to stay in the campus overnight during this process.
3. It is advised that students will ensure their health conditions with regards to COVID-19 and will follow SOP. Before entering the University Campus, all the students will be screened. Any students with symptoms like fever, cold, etc. will NOT be allowed to enter the campus.
4. Students who are unable to come personally to collect their belongings may authorize anyone to collect the same on their behalf, with a proper authorization letter and a copy of his/her photo ID card. The authorized person will have to submit the letter along with his/her a copy of photo ID card to the warden concerned a copy thereof to the Proctor.
5. After 15th December 2020, the rooms shall be opened by the Hostel administration to facilitate repair, maintenance and sanitization. The items kept in the rooms shall be transferred to the common rooms of the hostel. The hostel administration shall NOT be responsible for any loss to the items/belongings kept in the common room.
6. All the students are required to fill in the attached form and submit it at the time of vacating the room in the hostel office.
7. Students are required to contact the caretaker of the hostel to coordinate and collect their belongings. The contact numbers of the Hostel Caretakers are given below:

Name of the Hostel	Name of the Caretaker/Attendant/LDC	Mobile Number
1. GGBH	Mr. Angad Kharwar	8429568324
2. Sone Hostel	Mr. Vinod Yadav	8120774080
3. RDGH	Ms. Girjia Rautel (Ground Floor) Ms. Anamika (1 st Floor) Ms. Subhadra (2 nd Floor) Ms. Mamta Gautam	9584599408 9758432763 8878990534 7974123699
4. OBC Girls Hostel	Ms. Prabha Armo Mr. Rita Maravi	8319657694 9691553701
5. New Boys Hostel	Mr. Tej Lal Panicka	7648976417

Signature of Chief Warden

FORM TO BE FILLED BY THE STUDENT

1. Name of the Student:	
2. Father's Name:	
3. Class/Course/Semester Last Attended:	
4. Hostel in which Student (s) was staying:	
5. Room No.:	
6. Belongings Collected:	<ol style="list-style-type: none">1.2.3.4.5.6.7.8.9.10.
7. Date of Vacating Hostel:	

Signature of Student

Signature of Caretaker/Attendant//LDC

Signature of Warden Concerned

AUTHORIZATION LETTER FORMAT

I (name of the student),
student of Class, Semester, hereby authorize Mr./Ms.
..... (name of the person
authorized) to collect my belongings on my behalf kept in room no., of
..... hostel. I am responsible for any loss/damage and
will abide by other terms and conditions of the University.

This letter is being issued by me and I shall NOT hold University/Hostel
administration/management responsible for any loss.

Date:

Signature of the Student

(Name of the Student)

Signature and Name of the Authorized Person:.....

Signature of Caretaker/Attendant//LDC

Signature of Warden Concerned

*N.B.: The authorized person will have to submit a copy of Photo ID Card. The student will also
have to send a copy of his/her Photo ID card along with the letter.*