

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Dean of Students Affairs Office

April 0⁴th, 2018

ADDENDUM NOTICE

All undergraduate (students may note that they are required to vacate their rooms in the hostel during summer Vacation (May 3 to July 24, 2018).

This applies to all UG students irrespective of the Halls of Residence they are presently residing in.

1. All graduating students are allowed to stay back in their present Hall of Residence on payment basis as per usual policy of respective halls up to two days after the Convocation 2018 and for this they need not apply to the Dean, Students' Affairs (DOSA).
2. Students registering for summer term will be given accommodation from May 18, 2018. They need not apply for accommodation separately to DOSA. They are required to produce proof of their registration for summer term in the Halls of residence.
3. Students requesting to stay back for doing summer project with faculty members must route their applications through faculty members.
4. HEC members/Counselling Service Volunteers must apply for the stay back during summer vacation through their Wardens-in-charge/Head, Counselling service and obtain prior permission from DOSA.
5. Gymkhana Executive planning to stay back during summer vacation should apply through their respective faculty advisor/ADSA and obtain prior permission from DOSA.
6. Students going for summer training in and around Kanpur will be allowed to stay back by DOSA on the recommendation of concerned Head of the Department.
7. Any Undergraduate/Preparatory course student found staying back without permission during the Summer Vacation will be charged at the same rate as students staying with permission (from the beginning of the vacation) in addition to a fine of Rs. 5,000/- (*)
8. The students are required to submit the request of stay permission in the prescribed form in DOSA office latest by **April 16, 2018**.
9. Permission once granted cannot be cancelled even if the student does not stay back after getting permission.
10. All the students (UG & PG) staying back in the Hostel must join the mess. Mess Establishment Charges in addition to food Bills, will have to be borne by the students. Wardens-in-charge are requested to kindly ensure that the students have paid their mess establishment charges.
11. The students who will be staying back to see the end semester answer books or appearing for makeup exam, can stay in the hall with wardens' permission.

P. Shunmugaraj
(P. Shunmugaraj)
Dean, Students' Affairs
Shun 4.4.18

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. All Wardens, with the request to give proper publicity of this notice through HEC meeting etc.
5. All Heads of Departments
6. Notice Board of all Halls of Residence.
7. Head, Counselling Service
8. Chairman, SPO

(* Disciplinary action may also be initiated against such students.)

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REQUEST FOR PERMISSION TO STAY IN THE HALL DURING SUMMER VACATION 2018

Hall of Residence No. _____

Name _____ Roll No. _____ Room No. _____

Period of intended stay: From _____ To _____

Reasons for staying back { } Gymkhana Office-bearer { } HEC member { } Other (give details)

Signature of the student

E-mail:

Mobile:

Students staying back for project must submit a copy of the scheduled project duly approved by a faculty member.

Recommendation:

- { } Gymkhana Office-Bearers: No recommendation required
- { } HEC members: Warden-in-Charge must Counter Sign the form.
- { } Others: The concerned faculty member must certify that he/she will be available for most part of the period for which the student is requesting to stay back and he/she agrees to supervise the student for the project.

Signature _____
Name _____
Department _____

Mr./Ms _____ may be allowed to stay in Hall of Residence No. _____ on payment of Room Rent (Rs. 20/- per day) and Electricity charges as per the hostel norms _____ to _____

Dean, Students Affairs

FOR HALL OFFICE USE

Room NO. _____ Block No. _____ allotted to him for the period from _____ to _____

Warden-in-Charge

Note: All the students staying back in the Hostel must join the mess. Mess Establishment Charge in addition to food Bills, will have to be borne by the students. Wardens-in-charge are requested to kindly ensure that the students have paid their Mess Establishment Charges.