

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Dean of Students Affairs Office

April 05, 2019

NOTICE

All undergraduate (UG) students should vacate their rooms in the hostel during the summer vacation (May 02 to July 23, 2019). Stay during the vacation will be made strictly along the following HMC (Hall Management Committee) guidelines:

1. UG `vacation' halls that will remain open during the vacation will be identified. All the male UG students, with any form of vacation stay permission, will be relocated to the `vacation' halls.
2. All forms of vacation stay request should reach the DoSA office by April 20, 2019. No form of vacation stay request will be entertained after April 20, 2019.
3. Students registering for summer term are permitted for vacation stay. They need not apply for accommodation separately to DoSA. They are required to produce the proof of their registration for the summer term to the hall office of the `vacation' hall allotted to them.
4. Student opting to stay for a summer project with an institute faculty member must fill the form titled ``REQUEST FORM FOR PERMISSION TO STAY IN THE HALL DURING SUMMER VACATION 2019 (PROJECTS ONLY)'' and submit it to DoSA office for further consideration before the deadline.
5. Students opting to stay under the Students Gymkhana Council, Counselling Service, SPO etc. during the summer vacation should apply through the respective Council Secretaries/Faculty Advisor. The secretaries and faculty advisor(s) will ensure that the number of stay permissions do not exceed the upper limit (as approved by HMC) and send the final list to DoSA office for the final approval before the deadline.
6. All students staying during the vacation should join the mess of their respective `vacation' hall. MEC will be charged for the entire vacation period and no mess rebate will be applicable, during the vacation, for UG students. The Wardens-in-charge are requested to kindly ensure that the students are allotted rooms only after they pay their MEC.
7. No withdrawal (full or partial) of stay request will be entertained. MEC charges once paid are not refundable.
8. Any student found staying without permission or facilitating illegal stay in their room will be immediately vacated from the hall. Further, in addition to a fine of Rs. 5000/-, the student will be charged the room rent, MEC and mess bill (entire vacation). Also, disciplinary action may be initiated against such students.
9. Owing to the make-up exams and the viewing of the end semester answer books, a buffer period of May 02 to May 08, 2019 is being created. The stay during the buffer period will be approved by the warden(s) of the respective halls.

Sd/-
(P. Shunmugaraj)
Dean, Students' Affairs

Copy to:

1. Director, Dy. Director, All Deans, All Heads of Department and Head of Counselling Service
2. All Wardens, with the request to give proper publicity of the notice through HEC meeting etc.
3. Chairman , SPO and Notice Boards of all Halls of Residence

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REQUEST FORM FOR PERMISSION TO STAY IN THE HALL DURING SUMMER VACATION 2019
(PROJECTS ONLY)

Name _____ Roll No. _____ E-mail _____

Hall of Residence No. _____ Room No. _____ Mobile No. _____

Signature of the student

Note to the Faculty Members:

The stay during the vacation period puts a lot of stress on the campus resources and infrastructure, in addition to hindering all the maintenance operations. Please discourage the misuse of students using the project mode as a pretext to stay on campus during vacation.

Recommendation of Faculty Advisor:

(Faculty) Signature _____ Name _____ Department _____

FOR DoSA OFFICE USE ONLY

Mr./Ms. _____ may be allowed to stay in Hall of Residence No. _____ subject to payment of MEC & Mess bill for the entire summer term.

Dean, Students Affairs

FOR HALL OFFICE USE

Room No. _____ Block No. _____ allotted to him/her 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 student. The Warden-in-Charge is requested to kindly ensure that the students have paid their Mess Establishment Charges.