

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Dean of Students Affairs Office

October 29, 2018

NOTICE

All undergraduate (including M.Sc. (2yrs.)) students may note that they are required to vacate their rooms in the hostel during Winter Vacation (**Nov 29, 2018 – January 01, 2018**). This applies to all UG students irrespective of the Halls of Residence they are presently residing in.

Only those UG students who obtain prior permission through forms available in Hall offices and the Office of the Dean of Students' Affairs may be allowed to stay back.

All graduating students registered for placement shall be automatically granted permission to stay in the Hall of Residence during winter vacation. The list of these students would be obtained from the Student Placement Office.

Student requesting to stay back for doing a project with a faculty member must route the form through the faculty member and obtain prior permission from DOSA.

HEC members/Counselling Service Volunteers must apply for the stay back during winter vacation through their Wardens-in-charge/Head, Counselling Service and obtain prior permission from DOSA.

Students involved in the Gymkhana related activities must apply for the stay back during winter vacation to their respective General Secretaries. A consolidated list would then be forwarded to the DOSA office through the faculty advisor/ADSA.

Students going for winter training in and around Kanpur will be allowed to stay back by DOSA on the recommendation of the concerned Head of the Department.

The students are required to ensure that the stay requests reach the DOSA office latest by **November 15, 2018**. (No application will be accepted after **15th November 2018**.) Since there is limited space available, the list of students who have been permitted to stay during winter vacation will be announced by **November 20, 2018**.

The B, C, D, E, and F block of Hall 13 would be used for placement activities. Rest of the Hall 13 would be used for accommodating the IIT Kanpur UG students staying back in winter with prior permission.

All UG students (including MSc 2year Y16 batch) staying in Halls 2, 3, 5, 10, and GHT are required to vacate their room by Nov 30, 2018. Those students who would be appearing in the make-up examination are required to vacate their rooms by Dec 6, 2018. 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.

Any Undergraduate student found staying back without permission during the Winter Vacation will be charged room rent plus supplementary energy charges to be calculated as per actual calculation of Halls in addition to a minimum fine of Rs. 5,000/-.

All the students (UG & PG) staying back in the Hostel during winter vacation must join the mess.

(P. Shunmugaraj)
Dean, Students' Affairs

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
9. Chairman, Council of Wardens
10. President, Students' Gymkhana

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REQUEST FOR PERMISSION TO STAY IN THE HALL DURING WINTER 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:

- | |
|---|
| <p>{ } 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.</p> |
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Signature_____

Name_____

Department_____

Mr./Ms _____ may be allowed to stay in Hall of Residence No.____ for the period from_____ to _____ on payment of appropriate room rent and electricity charges.

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.