

Indian Institute of Technology, Kanpur
Dean of Students' Affairs Office

Notice

All Under Graduate (UG) students should vacate their rooms in the hostel during the Winter Vacation (November 29th, 2019 to January 1st, 2020). Stay during this vacation will be made strictly along with the following HMC (Hall Management Council) guidelines:

1. UG 'Vacation Halls' that will remain open during the vacation will be identified. All the Male UG Students with any form of stay permission will be relocated to the Vacation Halls'.
2. All forms of vacation stay request should reach the DoSA Office by 31st of October, 2019. **No form of vacation stay request will be entertained after October 31st, 2019.**

3. **The below calendar will be followed for completion of different operations related to Winter Stay:**

Last Date of Submission of Winter Stay Request Form: 31st October 2019

Last Date of withdrawal of Winter Stay Request Form: 5th November 2019

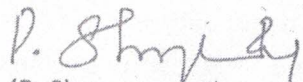
Announcement of list of students having winter stay permission: 7th November, 2019

Last date of depositing the MEC and Mess Advance: 10th November 2019

Final list of Winter Stay (after payment of MEC and Mess Advance): 13th November 2019

4. Students opting to stay for a winter project with an Institute Faculty, must fill the form titled "Request for permission to stay in the hall during Winter Vacation 2019 (Projects Only) and submit it to DoSA Office for further consideration before the Oct 31, 2019.
5. Students opting to stay under the different Councils of Students' Gymkhana, Counselling Service, SPO etc. during the Winter Vacation should apply through the respective Council Secretaries/ Faculty Advisors. The Secretaries and Faculty Advisors 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 final approval before the deadline. The upper limit as recommended by HMC will be circulated to all concerned in advance to guide them in forwarding the winter stay request to DoSA Office for final approval.

6. All the students staying during vacation should join the mess of their respective 'Vacation Halls'. 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 and Mess Advance.
7. No withdrawal (full or partial) of stay request will be entertained. MEC Charges once paid are not refundable and the mess bill generated by the 'Vacation Halls' has to be paid.
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 viewing of the end semester answer books, a buffer period of 5 days from 29th Nov to 3rd Dec, 2019 is being created. The stay during this period will be approved by the wardens of respective halls.
10. Those UG students who are permitted to stay in Winter Vacation will be accommodated in double/triple sharing.


(P. Shunmugaraj) 26.9.18
Dean, Students' Affairs

Copy to:

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

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
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REQUEST FOR PERMISSION TO STAY IN THE HALL DURING WINTER VACATION 2019

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.