

To

The Warden
Hostel No.....

Subject: - Permission to vacate the hostel's room

Sir/Madam,

I S/o/D/o
Reg. No. have made on-line payment of pending mess bill with
transaction details dated (copy of
same has also been attached herewith). I am also attaching the final No-due form
(available on institute web site) to get the signature of concerned hostel
official(s).

I am also handing over my room no. hostel no. and taking away
all my belongings with me.

I hereby undertake that I shall follow all the guidelines related to COVID-19
issued for students during visit of hostel/institute (uploaded on Institute web site).
I also declare that my visit to the institute is in the knowledge of my parents.

Signature

Name

Room No.

Hostel No.....

Mob. No.

Date of vacation.....

GUIDELINES FOR THE STUDENT(S) DURING VISIT OF HOSTEL/INSTITUTE FOR PREVENTION FROM COVID-19

1. The student shall make a request to concerned Warden with details of visit (date and timing) for approval of his/her visit.
2. The student must clear all his/her hostel dues before visit to the hostel.
3. The concerned caretaker shall convey the date/time of visit to the concerned student.
4. The student must install the **Aarogya Setu** App on his/her mobile before visit to the hostel.
5. The student should wear face mask on the day of visit to Hostel.
6. Only one person (guardian) shall be allowed to accompany the student and both should maintain proper social distance during the visit.
7. The student will ensure to make proper IN entry in the Student Movement Register, kept with security guard on duty, on the day of visit to Hostel.
8. They will be allowed to enter in the hostel after proper thermal scanning and sanitization.
9. The student will be given only one hour to vacate the room from hostel.
10. The student is advised to bring his/her own packing material to pack his/her luggage from hostel.
11. The student and/or guardian should made proper arrangement in advance to carry out the luggage from room to outside of the campus.
12. The student(s) can visit during office hours only. (i.e. 8:30 AM to 5:00 PM)
13. The Guardian visiting with his/her ward is requested to follow the guidelines given by the Security Guard and cooperate with the hostel staff on duty.
14. After taking out luggage, the student will ensure to make proper OUT entry in the Student Movement Register kept with security guard on duty on the day of visit to Hostel.

**THE STUDENTS MUST FOLLOW FLOW CHART DURING VISIT
TO HOSTEL:**

