



भारतीयसूचनाप्रौद्योगिकीसंस्थानराँची
Indian Institute of Information Technology Ranchi
(An Institute of National Importance under an Act of Parliament)
Ranchi, Jharkhand, India

Ref. No. : IIITR/HW-JUT/2022/02

Date: 10-05-2022

NOTICE TO VACATE THE HOSTEL IN JUT Campus

1. All the former students of B.Tech batches 2016-20, 2017-21 & present B Tech Batch 2018-22 are required to vacate their hostel rooms along with all their belongings, latest by 27th May 2022.
2. The students may visit their hostel on any working day from 9:30 am to 6 pm with prior permission of the warden concerned to vacate his/her room. No student will be allowed to stay in the campus overnight during this process.
3. It is advised that students will ensure their health conditions with regards to COVID-19 and will follow SOP. Before entering the Namkum, JUT Campus, all the students will be screened. Any students with symptoms like fever, cold, etc. will NOT be allowed to enter the campus.
4. Students who are unable to come personally to collect their belongings may authorize anyone to collect the same on their behalf, with a proper authorization letter and a copy of his/her photo ID card. The authorized person will have to submit the letter along with his/her a copy of photo ID card to the warden concerned a copy thereof to the security guard of the building.
5. **After 27th May 2022, the rooms shall be opened by the Hostel administration to facilitate repair, maintenance and sanitization. The items kept in these rooms shall be disposed of from the campus and the Institute administration shall not be responsible for any loss of student's belongings in this regard.**
6. All the students are required to fill in the attached form and submit it at the time of vacating the room in the campus administration office.
7. Students are required to contact their respective warden of the hostel to coordinate and collect their belongings.
8. Kindly provide the authorization letter to campus administration office signed by the student in case any other person is willing to collect the concern student's belonging.

The contact numbers of present Hostel Warden and Campus Administration office is given below:

- 1) Hostel Warden - Dr. Shashi Kant – 8756790512
- 2) Campus Administration office – Rahul Kumar Singh – 9435658067

Shashi Kant
10-05-2022

Hostel Warden



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FORM TO BE FILLED BY THE STUDENT

1. Name of the Student:
2. Reg. No.
3. Father's Name:
4. Class/Course/Semester:

Last Attended month and year:

5. Hostel in which student(s) was staying:
6. Room No.:
7. Belongings Collected:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

7. Date of Vacating Hostel:

Signature of Student

Signature of Caretaker/Attendant//LDC

Signature of Warden Concerned



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AUTHORIZATION LETTER FORMAT

I
(Name of the student), student of Class, Semester, hereby
authorize Mr./Ms..... (Name of
the person authorized) to collect my belongings on my behalf kept in room no.
....., of hostel. I am
responsible for any loss/damage and will abide by other terms and conditions of
the Institute.

This letter is being issued by me and I shall NOT hold University/Hostel
administration/management responsible for any loss.

Date:

Signature of the Student
(Name of the Student)

Signature of Warden Concerned