

## **HOSTEL SECTION**

S.V. NATIONAL INSTITUTE OF TECHNOLOGY SURAT-395007.

## Procedure and instructions to be followed for vacating the room of Institute Hostels

Take the permission for vacating your room/taking away luggage from common room via email to your respective hostel chief warden clearly intimating the date of your arrival. The email ids are available on Hostel section page of the institute web

Granting of permission by hostel chief warden via email (No student will be allowed entry without the permission from hostel chief warden)

Report at the institute main gate on the date as specified in the email along with your institute ID card. Show the permission email to the security personnel at the main gate.

Proceed to your respective hostel. Show the permission email to hostel supervisor

Complete the room vacating and handover procedure (signing on the stock register) with respective hostel supervisor within 2-3 hours and leave the hostel without any undesirable movement in the hostel as well as in the campus.

## Important Instructions for vacating room in the Institute Hostels:

- 1. No student will be allowed to enter the campus without permission from chief warden of their respective hostel.
- 2. No student will be allowed to visit any section/department of the institute as this permission will be only meant for vacating your room in the respective hostel.
- 3. No students will be allowed for any undesirable movement in the campus.
- 4. No accommodation will be provided to student/accompanying person in the campus.
- 5. No student will be allowed to break open his/her room lock in case of missing key without prior permission of the hostel chief warden.
- 6. Students must follow all the steps to protect themselves and others at all times, including proper use of face masks, social distancing, and hand hygiene.
- 7. Students are strictly required to follow the COVID-19 guidelines as issued/amended from time to time by Central/State/Local administration/Institute during their visit to the campus.
- 8. Students with COVID-19 related symptoms are instructed not to visit the campus.

Co-chairman, CoWs