



No. Hostel Section/ 516 / 2025-26

Date: 20-04-2026

NOTICE

As the semester comes to an end, it is mandatory for all hostel inmates to properly follow the Handover procedure with the hostel supervisor before leaving the hostel.

The instructions for handover procedure are as follows.

- Ensure all the personal belongings are packed and room is left in a clean and tidy condition.
- Shift his/her luggage in the common room of respective hostel/designated place before leaving hostel.
- Handover room and hostel property in your possession to hostel supervisor.
- Sign in the stock register in presence of hostel supervisor.

Any missing/intentionally damage items at the time of handover the room will be strictly observe and fine will be imposed and deducted from the refund amount. Excess amount will be deposited by the students during the No-dues.

Your cooperation is appreciated for the smooth execution of this process.

20/04/26
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(Dr. M. K. Rathod)
Member Secretary
Council of Wardens

20.04.2026
(Dr. Rakesh Maurya)
Co-Chairman
Council of Wardens

Copy to:

- i. The Director for information
- ii. The Dean (Student Welfare) for information.
- iii. All Chief Warden & Wardens for information.
- iv. Notice board: All Hostels.
- v. Institute Website under Student Notice Board.