

Hostel Section

June 07, 2021

Notice:

Hostel inmates should note that who have completed their course in summer 2021 shall vacate their allotted hostel rooms by 30<sup>th</sup> June 2021 positively on following the procedure mentioned below:

Procedure No. 1 For students visiting the campus for hostel vacation:

- 1) Application in the prescribed form uploaded on website (Annexure I) regarding vacating their room alongwith the fees payment receipts of both semesters of 2020-21.
- 2) Filled in all respect the Undertaking form for visiting institution uploaded on website (Annexure II).
- 3) Attach Medical fitness certificate from their native place.

**Note-: Above procedure is mandatory for each student.**

Procedure No. 2 If student is unable to vacate the room in person:

- 1) Authorized person (by the student) can also vacate the hostel room by observing following procedure in addition to Procedure No. 1:
  - a) She/he must carry a letter of authorization by the student (Annexure III).
  - b) Photocopy of student's ID card.
  - c) Key of the room.
  - d) Photocopy of Adhaar Card of the authorized person.

  
Associate Dean (HA)

To,  
Institute Website for displaying on Hostel Notice Board

Copy to:  
The Director,  
Dean (SW) / AR (Hostel) / All wardens

**Annexure I**

Date: \_\_\_\_\_

To,  
The Director,  
VNIT, Nagpur.

Through: The Associate Dean (HA)

**Subject: Intimation regarding hostel room vacation (2021-22)**

Respected Sir,

I have been allotted HB \_\_\_\_\_ Room No. \_\_\_\_\_. I wish to vacate the hostel accommodation due to completion of study program. \_\_\_\_\_ (i.e. UG/PG/PhD) in summer 2021. As per rules I have paid the hostel fees for both the semesters of 2020-21. Hostel fees payment receipts are attached herewith for your information.

It is requested to please issue me the no dues certificate

Thanking you,

Yours sincerely,

(Student / Authorized Person Signature)

Encl:

1)	_____	Name:	
2)	_____	ID No.:	_____ Enrolment No.
3)	_____	Hostel Block No.	_____ Room No.
	Permanent Address with Pin Code	Mobile	No.
	_____		
	_____	Email ID:	.
	_____		

**FOR OFFICE USE ONLY**

Student ID No. \_\_\_\_\_ .Noted for vacated the hostel room by the on \_\_\_\_\_. As per record last year outstanding dues are Rs. \_\_\_\_\_/-.

Hostel vacating date:-

\_\_\_\_\_(Signature)

Office Assistant, HB

To,  
Assistant Registrar (Hostel)

Undertaking/Self Declaration

I, (Full name) \_\_\_\_\_, ID No. \_\_\_\_\_,  
 Enrolment No. \_\_\_\_\_, Place \_\_\_\_\_, District \_\_\_\_\_,  
 State \_\_\_\_\_, want to come to VNIT, Nagpur on (date) \_\_\_\_\_ to vacate allotted  
 Room No. \_\_\_\_\_ in Hostel Block No. \_\_\_\_\_ due to completion of program.

I have taken necessary permission from hostel warden to visit VNIT campus on \_\_\_\_\_  
 (date).

I declare that-

- I am not having fever, cough and breathing problem from last 2 weeks (Medical Certificate attached).
- None of my family members where I am living ( \_\_\_\_\_ ), is suffering from fever, cough and breathing problem from last 2 weeks.
- I am not having any heart, lung or kidney related problems.
- I will use **face mask** as well as any other prescribed protective gear and maintain **social distancing** during my travelling as well as in VNIT, Hostel.
- I will use Aarogya Setu App on my mobile and it will remain active at all time (through Bluetooth & Wi-Fi).
- I will self monitor my health for 14 days after leaving VNIT campus
- I understand that there is always a possibility of getting infected by the virus due to the number of cases in the country. I and my parents/guardians are fully aware of the above facts.
- I will take full responsibility for any untoward incidences occurred during my journey.
- The institute will not be responsible for any incidences arising out of my above visit.
- I will take my belongings / luggage/documents within **THREE HOUR** from VNIT, Hostel.

**Encl.-: 1) Medical Fitness certificate as mentioned in point number 1 & 2**

**2) Xerox copy of ID card**

**Students Signature & date**

**Declaration by Parent/Guardian:**

I am fully aware that my ward is visiting VNIT, Nagpur to vacate Hostel room allotted to my ward.

**Date:**

**Signature**

**Parent/Guardian**

**Authorization Letter by student**

I, (Full name) \_\_\_\_\_, ID No. \_\_\_\_\_,  
 Enrolment No. \_\_\_\_\_, Place \_\_\_\_\_, District \_\_\_\_\_,  
 State \_\_\_\_\_, want to vacate hostel room \_\_\_\_\_ in HB \_\_\_\_\_ through my relative  
 (relation with the student \_\_\_\_\_) on (date) \_\_\_\_\_ due to completion of  
 program.

I have taken necessary permission from hostel warden to vacate the hostel room through  
 my relative on \_\_\_\_\_ (date).

**I declare that-**

- I am not having fever, cough and breathing problem from last 2 weeks (Medical Certificate attached).
- None of my family members where I am living ( \_\_\_\_\_ ), is suffering from fever, cough and breathing problem from last 2 weeks.
- I am not having any heart, lung or kidney related problems.
- I will use **face mask** as well as any other prescribed protective gear and maintain **social distancing** during my travelling as well as in VNIT, Hostel.
- I will use Aarogya Setu App on my mobile and it will remain active at all time (through Bluetooth & Wi-Fi).
- I will self monitor my health for 14 days after leaving VNIT campus
- I understand that there is always a possibility of getting infected by the virus due to the number of cases in the country. I and my parents/guardians are fully aware of the above facts.
- I will take full responsibility for any untoward incidences occurred during my journey.
- The institute will not be responsible for any incidences arising out of my above visit.
- I will take my belongings / luggage/documents within **THREE HOUR** from VNIT, Hostel.

**Encl.-: 1) Medical Fitness certificate as mentioned in point number 1 & 2**

**2) Xerox copy of Adhaar card of authorize person**

Since I am unable to visit hostel for vacating my room on my behalf Mr.  
 /Ms \_\_\_\_\_ will be visiting the hostel  
 on date \_\_\_\_\_. His/her Adhaar card No. is \_\_\_\_\_. He/she will comply  
 to all the above points alongwith His/her medical fitness certificate.

**Students Signature & date**

**Declaration by visiting person:**

I am vacating the hostel room allotted to \_\_\_\_\_  
 (student name) on (date) \_\_\_\_\_.

**Date:**

**Authorized person's Signature**