



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

Survey No. 140,141/1, Behind Br. SheshraoWankhedeShetkari Soot Girmi, Village: Waranga,Po. Dongargoan (Butibori), Tahshil: Nagpur (Rural),district: Nagpur-(Maharstra) 441108

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Dt. 09.05.2024

IMPORTANT NOTICE

Students are advised to follow the instructions below to vacate the hostel room after the end Semester Examination. Please note that submission of the Hostel Clearance form and collection of gate pass is mandatory.

- 1) Clear pending fees payment, if any and take payment receipt from Accounts Department.
- 2) Fill out the Hostel Clearance Form carefully. (Form available at Hostel office).
- 3) Submit the 8 port LAN Switch and LAN Cable to the IT Department and take the signature of the concerned office staff. **(Working hours only)**. If IO Port and other furniture and fixtures (provided in each room) are found damaged a fine will be imposed as per the Institute rules.
- 4) Pack your luggage in a plastic bag (Bori) and write your Name along with your enrollment Number on it. Do not keep any valuables in the luggage. Keep your luggage in the indicated space only. Institute will not be responsible for any of your luggage.
- 5) Final Year students (BT 20 Batch) are not allowed to keep any luggage in the Institute.
- 6) Submit the hostel clearance form to Hostel office along with Almirah Key and collect the gate pass.
- 7) Before leaving the hostel, make entry in the Hostel Guard Register and Main Gate Register without fail.

Please note that the process of vacating the hostel including submission of Hostel form and collection of Gate Pass must be done during office hours only (Mon to Fri, 9.30 am to 6.00 pm).

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KAILAS DAKHALE
REGISTRAR

