



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर Indian Institute of Information Technology, Nagpu

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

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

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30.11.2023

IMPORTANT NOTICE

For Final Year Students

Students of 4th Year are advised to follow the instructions below to vacate the hostel room after end Semester Examination. Students should submit clearance forms and take a gate pass to leave the hostel within office hours only.

- 1) Fill out the Hostel Clearance form carefully. (form available at Hostel office).
- 2) Submit 8 port switch and LAN Cable to IT Department and take a signature.
- 3) Clear pending fees payment if any and take payment receipt from Accounts Department.
- 4) Final Year students are not allow to keep any luggage in the Institute.
- 5) Submit the hostel clearance form to Hostel Office along with Almirah Key and collect the gate pass.
- 6) Before leaving the hostel, registering with the hostel guard and Institute main Gate Security Guard is necessary.

For 1st 2nd and 3rd Year students

- 1) Pay the next semester Hostel fees and take receipts from Accounts Department.
- 2) Ensure all switches in the room are off, and lock your room properly.
- 3) Before leaving the hostel, registering with the hostel guard and Institute main Gate Security Guard is necessary.

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**KAILAS DAKHALE
REGISTRAR**