

## Exit Plan Schedule

As we are receiving several applications from the students to vacate the room, here is exit plan schedule.

### Phase I: For the Students Residing in West Bengal

Sl. No	Student Type	Hostel No.	Date	Remarks
1	Outgoing Final Year UG Students	4, 5, 13,	July 27-August 02, 2020	<b>The DATE WISE list of the students will be uploaded within 2-3 days.</b> The students will vacate the rooms and hand over the keys to the hostel's authority.
2	Outgoing Final Year PG Students	9, 10	August 03 - 09, 2020	

### Phase II: For the Students Residing in Other States

**The exit plan will be published later.**

#### **Additional Information:**

1. Only students will be allowed into the campus.
2. The students are encouraged to travel by a private/hired car and leave the campus on the same day.
3. To return the books (dues) in the Central library, please contact the Librarian or check the website.
4. To collect the grade sheet/provisional certificate, please check the website.
5. Car / Auto / TOTO – will be restricted in the Institute Gate.
6. Students - On arrival at the Campus, each student should do the following at the entry gate:
  - i) Undergo thermal screening for body temperature measurement.
  - ii) Sanitize their hands and have their luggage disinfected.
  - iii) If required, they may undergo health check-up by the Institute Medical Unit.
  - iv) Proceed to their respective hostels.
7. No student would be allowed to enter the premises in case they show any symptoms.

8. The incoming students should not come in close contact with the existing students residing in the different hostels. They should compulsory cover the face with face mask / cover and maintain social distancing. They should not be allowed to visit other places in the campus except their purpose of visit i.e. Academic Building and Library.

9. Security Deployment in each hostel to restrict their unauthorised movement during their stay period in the campus.

10. Sanitization process in the rooms may be carried out in coordination with the Hostel Manager/Matron, when students will hand over their rooms.

11. Other formalities like mess due, room take-over etc will be carried out by the hostel authority. Students are requested to coordinate with their wardens.

Chief Warden

Dean (S/W)

Date: 20.07.2020