

Exit Plan Notice for All Outgoing Students

The most of the final year students (both UG and PG) from West Bengal have vacated the hostel rooms as per the earlier exit plan. The exit plan for the rest of the final year students (both UG and PG) have been given here.

1. **Student can come and vacate the room himself/herself OR he/she can authorise his/her local guardian/any other relative or friend** to collect his/her belongings and vacate the room of the hostel.
2. No night stay will be allowed in the campus. He/she has to leave the campus on the same day.
3. Prior to his/her start of journey, the student needs to get the permission from his/her wardens.
4. Without prior permission, no one will be allowed to enter into the hostel.
5. They should adhere to all the rules and regulations of the Institute including the SOP issued by the Institute from time to time during this pandemic situation and also to follow the standard protocols for arresting the spread of the deadly virus.

Other Conditions:

1. Only students/authorised person will be allowed into the campus.
2. Car / Auto / TOTO – will be restricted in the Institute Gate.
3. 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.
4. No student would be allowed to enter the premises in case they show any symptoms.
5. 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.

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

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

8. Other formalities like mess due, room take-over etc. will be carried out by the hostel authority.

9. Students are requested to coordinate with their wardens.

Chief Warden

Dean (Student Welfare)