



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 Girni, Village: Waranga,Po. Dongargoan (Butibori),
Tahsil: Nagpur (Rural),district: Nagpur-(Maharstra) 441108

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Dt. 06.05.2025

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 any pending fee payments, if any, and collect the payment receipt from the Accounts Department.
2. Fill out the Hostel Clearance Form carefully. (The form is available at the Hostel Office.)
3. Submit the 8-port LAN switch and LAN cable to the IT Department and obtain the signature of the concerned staff member. (During working hours only.) If any IO port is found damaged, a fine will be imposed as per institute rules.
4. The room will be inspected during hostel clearance. If any damage to furniture or fixtures, or any writing or painting on the walls is found, a fine will be imposed accordingly.
5. Pack your luggage in a plastic bag (*bori*) and clearly write your name and enrollment number on it. Do not leave any valuables inside. Place your luggage only in the designated area. The institute will not be responsible for any damage or loss of luggage.
6. Final-year students (BT-21 Batch) are not allowed to leave any luggage in the institute.
7. Submit the completed hostel clearance form to the Hostel Office along with the almirah key and collect your gate pass.
8. Before leaving the hostel, make an entry in both the Hostel Guard Register and the 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 N. DAKHALE
REGISTRAR