



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STUDENTS' AFFAIRS SECTION

Ref.: IITG/SA/184/ 128

Date: 8/4/2014

NOTICE – 14/2014

This is for necessary information of all BTech/BDes, MA/MSc students and general information of all that, on account of summer vacation in the Institute during 6/5/2014 to 21/7/2014 following arrangements are made.

1. All MA/MSc and BTech/BDes and students staying in Institute hostels are advised **to vacate their rooms on or before 5/5/2014** and deposit their room keys in their respective hostel offices before leaving for vacation. Students are suggested to keep their personal belongings in specified storeroom arranged by the respective hostel authority for safety reasons. Students should properly lock their bicycles, if any, and park them in specified places of their hostels.

However, in order to **see their evaluated answer scripts, 2nd semester BTech/BDes students are allowed to stay till 10/5/2014.**

2. Those desirous of staying back during the vacation period, **solely on academic grounds**, need to obtain prior permission by applying only **online** at <http://shiloi.iitg.ernet.in/~hab/> by choosing the menu "**Utilities-->Online Forms -->Hostel Stay Form**" **on or before 19/4/2014**. Before filling the online form, it is advised to consult the concerned faculty member, i.e., Faculty Adviser for Summer Courses and Project Supervisor for Summer Project/Interns, for giving appropriate recommendations online. The online forms are accessible only after login to the website with webmail credentials. If someone's details are not available in online database of HAB, he/she is requested to report to the Caretaker for necessary inclusion.
3. Except for summer courses, first year BTech/BDes students are **NOT** permitted to stay in the hostels during the said vacation. For summer courses, upon the recommendation of faculty advisor, provisional permission will be given. If those courses are offered eventually, then the accommodation will be confirmed. If those courses are not offered, then the student shall vacate the hostel and proceed for vacation.
4. Students of **final year BTech/BDes, MA/MSc** staying back for convocation are **exempted** from submitting the forms for staying in the hostels till the convocation. However, they **have to vacate** the hostel room if they go home after end semester examination. They will be allotted hostel room when they come back for convocation.

Late submission of hostel stay form, for whatsoever reasons, will not be entertained by Hostel Authorities.

This is issued with approval of the Competent Authority.

Asst. Registrar (SA)

Copy to:

1. DoAA/DoAA&ER/DoSA
2. Wardens / Associate Wardens, all Hostels
3. Director's Office / Dy. Director's Office / Registrar's Office
4. Caretaker (JS/JA), all Hostels : with a request circulate amongst the residents of the respective Hostels.
5. Intranet