

Ref. No.15/III/2022-23

Date: 21/06/2022

**NOTICE TO VACATE THE HOSTEL**

1. All the students of **2018-2022** batch who stayed in hostel are directed to vacate their hostel rooms along with all their belongings, latest by **7<sup>th</sup> July, 2022**. This will facilitate junior students to avail hostel accommodation facilities and also to make necessary repairing work in hostel rooms.
2. The students may visit their hostel on any working day from **10:00 am to 01:00 pm** with prior permission of the hostel super concerned with effect **from 1<sup>st</sup> July, 2022 to 7<sup>th</sup> July, 2022** to vacate his/her room. No student will be allowed to stay in the hostel/college campus overnight during this process.
3. Student-boarders are expected to clear their due, and return all college stuffs, documents etc. (if any) before vacating their hostels. Students should ensure that all the college belongings like steel cot, Fan, Switch boards etc. are in good conditions while handing over hostel rooms.
4. Students who are unable to come personally to collect their belongings may authorize anyone (Preferably parents or relatives) to collect the same on their behalf, with a proper authorization letter and a copy of his/her photo ID card duly signed. The authorized person will have to submit the authorization letter along with his/her photo ID card to the hostel super.
5. Students are required to bring their ID card/hostel fee receipt etc. for clearance.
6. The students will be completely responsible for vacating the hostel. Hostel staff may not render any type of service or help to the student.
7. After **7<sup>th</sup> July, 2022**, the rooms may be opened by the Hostel administration to facilitate repair, maintenance and sanitization. The items kept in the rooms shall be transferred to some rooms of the hostel. The hostel administration shall NOT be responsible for any loss/damage to the items/belongings kept in the rooms.
8. All the students are required to fill in the attached form and submit it at the time of vacating the room in the hostel office.
9. Students are required to contact the caretaker of the hostel to coordinate and collect their belongings. The contact numbers of the Hostel Caretakers are given below:

Name of the Caretaker	Mobile Number
Mr. Gobardhan Gope	6295906780
Mr. Chinmoy Gope	9382126031

  
Registrar  
Mr. Rajesh Daripa  
Ramkrishna Mahato Government Engineering College  
Vill:- Agharpur, P.O.- Ramamoti, Block:- Joypur  
District :- Purulia, Pin -723103

**FORM TO BE FILLED BY THE STUDENT**

<b>Name of the Student:</b>	
<b>Father's Name:</b>	
<b>Department:</b>	
<b>Roll No.:</b>	
<b>Room No.:</b>	
<b>Hostel in which Student(s) was staying:</b>	
<b>Mobile Number:</b>	
<b>E-mail ID:</b>	
<b>Belongings Collected:</b>	
<b>Date of Vacating Hostel:</b>	

**Signature of Student**

**Signature of Caretaker**

**Signature of Warden/Hostel Superintendent**

## AUTHORIZATION LETTER

I ..... (name of the student), student of .....(Department name), Reg. No. ...., Hereby authorize Mr./Ms. ....(name of the authorized) to collect my belongings on my behalf kept in room no. ...., of .....hostel. I am responsible for any loss/damage and will abide by other terms and conditions of the Institute.

This letter is being issued by me and I shall NOT hold Institute/Hostel administration/management responsible for any loss.

Date:

Signature of the student

(Name of the student)

**Signature and Name of the Authorized Person: .....**

**Signature of Caretaker**

**Signature of Warden/Hostel Super**

*N.B.: The authorized person will have to submit a copy of Photo ID Card. The student will also have to send a copy of his/her Photo ID card along with the letter.*

**Ramkrishna Mahato Government Engineering College, Purulia**  
**HOSTEL CLEARANCE CERTIFICATE**  
**(Hostel Super Copy)**

This is to certify that \_\_\_\_\_ bearing Registration No. \_\_\_\_\_  
and Roll No. \_\_\_\_\_(Batch 20 - 20 ) of the department of  
\_\_\_\_\_, was staying in the room no. \_\_\_\_\_ of  
\_\_\_\_\_ Girls / Boys Hostel, has returned all due, stuffs, documents etc. of  
the hostel and nothing is outstanding against this student.

Date:

Signature of Hostel super with Stamp

**Ramkrishna Mahato Government Engineering College, Purulia**  
**HOSTEL CLEARANCE CERTIFICATE**  
**(Office Copy)**

This is to certify that \_\_\_\_\_ bearing Registration No. \_\_\_\_\_  
and Roll No. \_\_\_\_\_(Batch 20 - 20 ) of the department of  
\_\_\_\_\_, was staying in the room no. \_\_\_\_\_ of  
\_\_\_\_\_ Girls / Boys Hostel, has returned all due, stuffs, documents etc. of  
the hostel and nothing is outstanding against this student.

Date:

Signature of Hostel super with Stamp

**Ramkrishna Mahato Government Engineering College, Purulia**  
**HOSTEL CLEARANCE CERTIFICATE**  
**(Students copy)**

This is to certify that \_\_\_\_\_ bearing Registration No. \_\_\_\_\_  
and Roll No. \_\_\_\_\_(Batch 20 - 20 ) of the department of  
\_\_\_\_\_, was staying in the room no. \_\_\_\_\_ of  
\_\_\_\_\_ Girls / Boys Hostel, has returned all due, stuffs, documents etc. of  
the hostel and nothing is outstanding against this student.

Date:

Signature of Hostel super with Stamp