NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL, MANGALORE - 575025, KARNATKA

PROFORMA FOR TAKING THEIR BELONGINGS FROM NITK- HOSTEL

1.	Name of the Student: Alone or accompanied by someone ?:		2.	Branch and Year: Hostel Block: Room Number:
3.	Registration Number:		4.	Correspondence Address:
5.	Mobile Number:		6.	Email address:
6.	Vehicle No:		7.	Permission granted: (Yes/No) Proof:(email/SMS/WhatsApp message)
8.	Date of arrival: Time: IN _____ OUT_____			
9.	RTPCR Test done ☐Yes ☐ No Date: (If yes, attach hard copy of the report to be produced at the security gate) First Vaccination done ☐ Yes ☐ No Date: (If yes, attach hard copy of the report to be produced at the security gate)			
10.	No Dues: Hostel/ Mess:			

UNDERTAKING

I hereby confirm and declare that, I have read and understood the Standard Operating Procedure (SOP) issued by the institute to be followed by the students returning to the campus to cope-up with COVID-19 pandemic and I will strictly adhere to the SOPs as well as the guidelines issued by Ministry of Home Affairs. I own the responsibility for my health and shall not put others at risk. I will not involve in any violation of SOPs and in case of violation, I understand that the institute has the right to take appropriate action as per law and deny entry to the campus.

Signature of Student with Date

Verified by

Caretaker-NITKSH

Forwarded by

Signature of Block Warden   Signature of Professor In charge Hostel

Grant of permission for taking their belongings from NITK-Hostels

Step by step procedure to be followed

Step:1 Permission from the concerned block / hostel warden by furnishing the details in the proforma

Step: 2 Submission of permission details at the Security Gate at the time of entry

Step: 3 Follow SOP published by the institute.

Step: 4 Meet the Care Taker/Block Warden

Step: 5 Get verified your details and collect your belongings from your hostel room. Ensure that you have collected only your belongings. Get no objection from Roommates.

Step: 6 Vacate the room within two hours.

Step: 7 Produce the completed proforma at the security gate at the time of exit.

SOP for Student Arriving for Collecting Luggage

The students who have completed the PhD/MSc/MCA/M.Tech/B.Tech courses during the academic year 2019-2020 and 2020-2021 are permitted to collect the luggage from their respective Hostels. The following SOP is required to be followed during the visit to NITK Campus for collecting luggage.

1. Allowed to enter NITK Campus with at least one dose of vaccination certificate or RTPCR negative report not before 72 hours.

2. Student should follow **COVID appropriate behaviour** inside NITK Campus.

3. In addition to the advisories and precautionary measures notified by the Government from time to time all concerned student are also advised to take special care for the following

   - Physical distancing should be maintained at all places and crowding is not allowed at any place under any circumstances.

   - Wearing of face-masks at all the times.

   - Spitting in the campus premises is strictly prohibited.

   - Thermal scanning

   - Washing hands and use of sanitizers to clean hands at regular intervals.

4. Permission will be granted to visit only in the respective hostel block and vacate the hostel within 2 hours.

5. Staying in hostel for more than 2 hours is strictly prohibited.

6. Hostel Warden and Security Officer (security@nitk.edu.in) should be informed in advance about the date and time of arriving to collect the luggage.

7. Permitted to enter NITK campus only during **working days (Monday-Friday) within 9:00 AM - 3:00 PM.**

8. Hostel Clearance should be obtained from Hostel Office during working days (Monday-Friday) within 10:00 AM - 5:00 PM and required to submit the No-Dues filled form to the caretaker of the Hostel before collecting the luggage.

9. Students who are unable to vacate their rooms in person can hire any parcel agencies and provide the details to Hostel Office Mobile No:6364244536 and Land Line Phone No: 0824-2474800 for further assistance during regular working hours.