



**Office of the Dean of Students' Welfare**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
**(Formerly BESU, Shibpur, Estd. In 1856)**

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No. DSW/Int. 18/20

Dated: August 13, 2020

**NOTICE**

This is for information of all the outgoing Undergraduate /Postgraduate/DD students occupying the seats in various Hostels/Halls of Residence that they are to vacate their room latest by August 31, 2020. Due to the ongoing pandemic situation of COVID-19, a comprehensive plan will be prepared for safe clearance of their belongings from respective Hostels/Halls of Residence. In order to facilitate this process, all concerned boarders must fill in the Google Form (available in <http://t.ly/fz27>) providing all the relevant information latest by 17<sup>th</sup> August, 2020. Based on the students' input, the plan of vacating their rooms will be notified on the institute website so that they can take away their belongings personally or through any other student/representative duly authorized. The students are advised to complete the process by maximum 1 hour. The reporting time at hostel is set to 10 AM to 4 PM. They will send prior intimation about their arrival to the Warden, with the copy to the Chief Warden and Dean (Students' Welfare). All the personal health safety measures including social distance will be complied by the concerned students. In case of any students not vacating their accommodation, the authority will have no other way than to take appropriate measure as per rule.

Sd/-

Prof. Debabrata Mazumder  
Dean (Students' Welfare)

**Copy to:**

1. All Deans
2. All Heads of Departments/Centres/Schools
3. Registrar
4. Chief Warden
5. Deputy Registrar (Security)
6. All Wardens of Hostels/Halls of Residence
7. Associate Dean (Students' welfare) with a request to compile the information gathered in the Google Form
8. P.S. to Director
9. Institute Website
10. Guard File

(Prof. Debabrata Mazumder)  
Dean (Students' Welfare)