



मुख्य वार्डन कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 [भारत]
Office of Chief Warden
Motilal Nehru National Institute of Technology Allahabad
Prayagraj- 211004 [India]

Guidelines for B.Tech & M.Tech Final Year Girl Students as per the Standard Operating Procedure [SoP] for students for emergency preparedness and controlling the spread of COVID-19

Following are the guidelines for collecting luggage from the hostel during office hours. The students are required to thoroughly go through the guidelines and strictly follow the guidelines:

Important Note: Students residing in Red Zones or those students who are suffering from fever, cold, cough and throat infection are strictly advised to avoid coming to hostel for collecting their belongings. They may refer the procedure given below in point 1 (i & j) for collection of their belongings.

Guidelines:

1. General:

- a) After the end semester examinations, students of B.Tech & M.Tech final year can collect their all belongings from the hostel and vacate the hostel as per following schedule. If any student wants to collect her belongings/luggage before the examination, she can do so.

S.No.	Course/Programme	Vacate Hostel Room Before or Till
1.	B.Tech Final Year	30 th June, 2020
2.	M.Tech Final Year	5 th July, 2020

- b) If any students are not able to come before their allocated time as per schedule due to home in **Red zone or any other reason**, she can be given a few more days depending on circumstances. She should submit a request to the Hostel Warden for the same on e-mail ID given below and **write a tentative date of arrival to vacate the hostel but not later than 10th July, 2020.**
- c) The students should abide by the rules/guidelines laid by the Institute for controlling spread of Covid-19 in Institute campus.
- d) They should carry mobile phone installed with Aarogya Setu app.
- e) They should wear mask while travelling and during stay in the campus. Wearing mask is compulsory for all students in the campus, colony and hostel premises.

Vijay Bhada,
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- f) Students are required to follow social distancing while travelling and while collecting their belongings from the campus.
- g) Students must mail their tentative travel plan along with confirmed return reservation (**if they are returning by train or flight**) to the Warden on hostel e-mail ID (provided below) at least two days before coming to hostels.
- h) **If accommodation is required for maximum one day, come to MNNIT Allahabad only if you get permission from the Warden.**
- i) All students residing in one room should come together to take their luggage etc. on the same day/period. If not, then they shall submit an undertaking that *"I will not make any claim if my room is opened by my room partner in my absence"*.
- j) Those students who are facing health issues or those who are reluctant to travel to collect their items from hostel can request their batch mates to vacate their hostel rooms also. A **self-declaration form** from such students submitted to the Warden (via email) to the Hostel email ID (given below) will be enough. Otherwise, she has to submit an undertaking (via email) to the Hostel email ID (given below) to inform Warden for allowing Hostel Authorities to keep her luggage in the store (to be collected later by the student). **Hostel authority will not be responsible for any loss and damage of any item of hostel inmates.** However, as soon as the Institute reopens as per the GoI guidelines, these students should collect their items within 10 days from the reopening of the Institute.
- k) **Students are not required to go to the Institute for the no-dues clearance this year, so plan your journey for vacating hostel rooms only.**
- l) **Normally, staying in the hostel may not be allowed. Only in exceptional cases when there is no alternative some students can be permitted to stay only for one night. For student safety and Institute safety, it is requested that leave the hostel on the same day.**
- m) **Hostel authorities will not be able to provide accommodation and mess facilities to the parents/guardians accompanying the students. Parents/guardians are also not allowed to enter hostel premises. They should also follow the norms of thermal scanning, sanitization, washing hands, and wearing masks inside the Institute premises.**

2. Before arrival

- a) Students are required to contact their room partners to decide the date of arrival.
- b) The students are required to inform about the date and time of arrival to the Warden/caretaker via email to hostel ID (given below), at least one working day before arrival.
- c) The students should contact the caretaker of the hostel, to coordinate with them so that she is available at that time, through email and phone (given below).

Vijaya Anand
15/6/2020

3. After Arrival In Institute & Residential Campus/Hostel

General:

- a) Ganga gate and Colony gate can be used as entry and exit by the students.
- b) At these entry points, each student must go through thermal scan and sanitization.
- c) Students are also be advised to keep paper soap/sanitizer with them always.
- d) Student must wash their hands up to elbow with soap for 20 seconds while entering the hostel.
- e) Before entering and leaving their rooms, students should get their room cleaned by sweeper.
- f) Students are also advised to carry their own water bottles.
- g) **If any student feels sick after coming to the Hostel, she must immediately report to Hostel Authorities/Institute hospital for checkup.**
- h) Students should deposit their belongings (cooler, mattress, bucket, etc.) if they cannot carry with them, in an allocated room after writing their Name and Room No. with permanent marker on the items. Also submit a list of items left by you with your Name and Room No. in drop box kept in caretaker's office. Hostel authorities will later donate the items to the needy people/students.
- i) Students can leave their cycle also, if they cannot carry with them after writing their Name and Room No. with permanent marker on it and include its name in the above list before dropping in drop box. Hostel authorities will later donate the items to the needy students.
- n) If the student cannot carry any item (like cooler, bicycle etc.) with her and wants to collect it later, can submit the items (marked with her Name, Room No. & Contact number in permanent marker) and its list to the caretaker. However, as soon as the Institute reopens as per the GoI guidelines, these students must collect their items within 10 days from the reopening of the Institute.

A) In case Hostel stay is not required

- (a) Go directly to the hostel.
- (b) Sanitize yourself before entry and wear mask.
- (c) Contact caretaker/Warden.
- (d) Go directly to the room and pack your luggage.
- (e) Return library books (if any).
- (f) Submit the left items and its list (if any).
- (g) Leave the hostel by own car/auto/Ola/Uber or Institute bus etc.

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B) In case one day Hostel stay is required

- (a) Go directly to the hostel.
- (b) Sanitize yourself before entry and wear mask.
- (c) Contact caretaker/Warden.
- (d) Go directly to the room, ask sweeper to clean your room, stay in room.
- (e) Return library books (if any).
- (f) Submit the left items and its list (if any).
- (g) Leave the hostel by own car/auto/Ola/Uber or Institute bus etc next day

Note:

1. Facility for returning library books/TLB will be provided in hostel (**Only in KNGH**). **Masters' Degree Programme students are required to come to KNGH to submit their library books.**
2. Institute buses may be available from hostels to Railway stations 3-4 times in a day during 21st June-5th July. Time of departure will be displayed on the hostel notice board.
3. Paid mess may be available, inform the caretaker/cook (Devender Upadhyay-9565362290) to get food if needed. Girls should provide their own tiffin boxes.
4. Try to come on working days and in during office hours. Otherwise you may have to wait till the caretaker comes.
5. For Hostel e-mail ID and caretaker's phone numbers, the details are given below.

E-mail IDs and Contact Details of Hostel Authorities

S.No.	Hostel	E-mail	Caretaker name	Phone
1.	KNGH	kng@mnit.ac.in	Ms. Beena Singh	9451568546, 9140320849
2.	SNGH	sng@mnit.ac.in	Ms. Ekta	7317715703
3.	IH-B	ihb@mnit.ac.in	Ms. Nirmla	8423980817

Vijaya Bhaduria
15/6/2020
(Vijaya Bhaduria)

Chief Warden (Girls' Hostel)