

**HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

Dt. 22.06.2016

As per Academic Calendar 2016-17 it is understood that 1st year B.Tech Registration will be held on **14.07.2016** and the new students will arrive here before the schedule date.

In view of the above, it is informed to all concerned Manager/Supervisor that arrangement may be made to clear all rooms immediately through outsourced contractual employees engaged in the Hall for sweeping/cleaning so that clean room could be handed over to the students after reporting in the Hall.

This may be treated as **MOST URGENT**.



**CHAIRMAN, HMC**

To  
Manager/Supervisor of AZ,NH,PH,RK.RP,LBS,SN and MT Halls of Residence - **for taking necessary action.**