

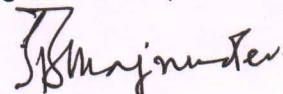
**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

Date: 20th July, 2017

Guidelines for over stay of Ph.D Scholars after thesis submission

As approved by the competent authority the following are applicable with immediate effect.

1. Registered Ph.D students are now allowed to stay in her/his room after submitting Ph.D thesis till the end of Autumn (up to 31st December) or Spring (up to 30th June) semester. In special circumstances, if decided by the competent authority the student might be asked to vacate her/his room and shift to available guest room (either in the same hall or elsewhere) and stay in sharing basis without paying the regular guest room charge.
2. If the student has not registered then she/he must vacate her/his room and shift to available guest room (either in the same hall or elsewhere as per availability) and stay paying regular guest room charge with effect from the first day of the commencement of the respective semester.
3. Unregistered student wishes to stay in ZH hall must pay Rs 5000 per month (or Rs 200 per day whichever is lower) with effect from the first day of the commencement of the respective semester. In such case she/he may stay maximum till the end of the respective semesters (i.e for Autumn till 31st December or for Spring till 30th June whichever applicable. The student must pay the total rent for the period of stay he/she applying for in advance @ Rs 5000/- per month to the hall account together with a fixed caution money Rs. 2000/-. She / he must settle her/his utility bill before she/he leaves Zakir Hussain Hall of Residence. No further extension will be granted for the student availing extension once.
4. Just prior to the viva-voce of a Ph.D student, it is now mandatory to obtain clearance from her/hishall.
5. If a scholar name is struck off resigns or is approved for withdrawal, she/he may be allowed to stay in her/his hall maximum for 07 days from the approved date of the withdrawal. In such case she/he needs to pay regular guest room charge. During her/his subsequent visits to the Institute (as a registered student) she/he will have to stay in available guest rooms paying regular charge.
6. As a boarder, if the viva-voce of a Ph.D student is conducted and award of the degree is recommended then she/he must vacate her/his room with immediate effect. In such case she/he might be allowed to stay maximum up to 7 days in the guest room (for settling her/his bills etc) paying the regular guest room charges.



(S B Majumder)
Coordinating Warden (Allot)

To;

1. Warden, All Halls of Residence
2. HMC Website