



Hidayatullah National Law University

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I.T to update

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Notice

Note regarding procedure for recovering or vacating materials in Boys' and Girls' Hostels.

It has come to our notice that due to the sudden lockdown, students who went for Holi vacation could not come back to hostels and have left their Laptops/ IT accessories and important books and reading materials. Many are requesting for such recovery in person and through friends and courier agencies. To facilitate the same the University has framed the following guidelines:

1. Any one desiring to recover or vacate their rooms of their materials have to send an e-mail from their personal e-mail IDs to the wardens – Dr. Kiran Kori (kiran@hnlu.ac.in) for Girls' Hostel and Dr. Rana Navneet Roy (rananavneetroy@hnlu.ac.in) for Boys Hostel with a copy to Registrar of their request.
2. The request should clearly mention whether they are personally coming or authorizing any other person on their behalf.
3. If they are personally coming, they can be accompanied only by the driver (Car or Auto) of the vehicle which they are coming. No other person will be permitted into the campus and will have to stay outside the main gate. (student + vehicle driver = 2 persons only)
4. If you are authorizing a friend/relative or Courier agent – you have to mention their full name as it appears in their ID in your mail. Here again if the friend or relative is coming -only 1+1 will be allowed – Friend or relative + driver of the vehicle (Auto/Car). In case of courier agency only one person will be permitted inside along with the courier vehicle, if any and its driver.
5. Any such person(s) stated above need an ID card – a photo copy to be given to the security and the name should match the name given by the student in the e-mail.
6. Such person(s) permitted have to speak to the respective wardens and confirm the time allotted by them to come over.
7. After mandatory safety measures of temperature check at the gate, cleaning with hand sanitizer, etc. will be guided to come to the respective hostels.
8. Thereupon the authorized person(s) will be allowed around 15 minutes to take and pack the required materials. The hostel manager will provide a sheet to fill the materials taken in duplicate, signed by the student or authorized person. Thereupon it will be countersigned by the hostel manager and faculty and a copy given to the student or authorized person.
9. In case if student is not coming or sending the key, the lock has to be force opened. The student has to authorize such opening in the mail and a new lock will be placed. However, the keys of the lock will not be given to the authorized person but only to the student. In absence of the student's person it will be deposited with Registrar.
10. The cost of forcing open and replacement cost will be recovered later from the Student.
11. If the request is from final year students, the University would strongly advise them to vacate the rooms instead of selective recovery as the chances of having a physical exam is very slim in the next couple of months. The administration is still working on the credible options as an alternate to physical exams.

By orders


REGISTRAR (I/C.)

Hidayatullah National Law University
Uparwara, Abhanpur, Raipur (C.G.)