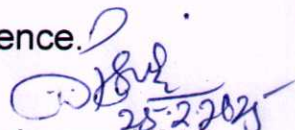


## NOTICE

### Subject: Guidelines for Research Scholars Staying in Hall of Residence With Reference to Thesis Submission

1. PhD students are allowed to stay maximum 10 days after submission of thesis, even if they have paid the HMC Fees for the full semester.
2. The cases where the scholar does not register for the current semester for the thesis submission, the guest charges (as applicable) need to be paid for the entire period of stay (i.e. w.e.f 1st January for Spring Semester and 1<sup>st</sup> July for Autumn Semester till the room is vacated).
3. In case of extension of stay for thesis submission, the research scholar needs to take prior permission from the Chairman, HMC/Coordinating Warden (Allotment), HMC (on or before 1<sup>st</sup> January for Spring Semester and 1<sup>st</sup> July for Autumn Semester).
4. All Halls should maintain a register to keep the record of the research scholars vacating the hall after thesis submission/temporary withdrawal. The register should maintain the following details (Name of student, Roll No., Room No., Mobile No., date of synopsis submission, date of thesis submission, date of NO Dues taken, date of vacating room, and Signature of Manager/Supervisor).
5. The cases where the research scholar fails to submit the thesis within stipulated/extended period, he/she should approach the corresponding Academic Dean for further academic process and Chairman HMC for accommodation in the Hall of Residence.

  
Chairman, HMC

To:

1. The Wardens, All Halls of Residence
2. Managers/Supervisors, All Halls of Residence
3. HMC Website

Copy to;

1. Deans, FoEA, FoS, BTBS
2. Dean (SA)