



Ref no: NITD/OCW/25-26/UG 1st year/Aug/01

Date: 07-08-2025

NOTICE FOR HOSTEL ALLOTMENT

(ACADEMIC YEAR 2025-26)

**Subject: Hostel allotment to the 1st year students of B. TECH., Dual Degree,
Integrated M. Sc. PROGRAMS**

1. A schedule for hostel allotment of 1st year students of B. TECH., Dual Degree, Integrated M. Sc. is available in **Annexure – I**.
2. **Accommodation:** Students shall be accommodated in the hostels on a shared or single-basis as per the normal capacity of the rooms in the hostels.
3. **Allotment of Room:** Rooms in the hostels shall be allotted on a temporary basis. The venue for room allotment and hostel registration is mentioned in **Annexure – I**.
4. **Hostel Registration:** Student registration is compulsory in the respective allotted hostel.
5. **Documents to be brought during Hostel Registration:**
 - a) Self-attested photocopy of **Admission Letter/ Enrolment Letter** issued by **NIT Durgapur – 01 No.**
 - b) Self-attested photocopy of valid **Photo ID & Address Proof** (Aadhaar/ Pan Card/Passport (first and last page) etc., passport is mandatory for foreign national) – 01 No.
 - c) **Passport Size recent color Photograph of the admitted student – 06 Nos.**
 - d) Completely filled '**Personal Data Form**' (**Annexure-II**).
 - e) Signed copy of '**Hostel's Rules and Regulations**' (**Annexure-III**).
 - f) Receipt of the deposited fees as mentioned in **Annexure-IV – 2 Nos.**
 - g) Photocopy of front Page of Bank Passbook
6. **Mess Registration:** Student registration is compulsory in the respective mess according to their allotted hostel (**except Hall-12**).
7. **Payment Method for Advance Mess Fee:** The students will have to deposit the amount as mentioned in **Annexure-IV (You may refer to the flowchart as shown in Annexure V for making payment)**.

Sd/-

Chief Warden

Sd/-

Dean (Student Welfare)



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Annexure – I: Schedule for Hostel

Allotment

Time of Allotment: 9A.M. - 6

P.M.

Table 1: Hostel for
Girls

Nationality	Date of Allotment	Allotted Hostel No. and Name	Hostel Registration Location	Remarks / Contacts
Indian	August, 23 rd – 24 th , 2025	Hall 10 (Mother Teresa Hall of Residence)	Hall-10	Ms. Rupali Dutta Mobile: 7679326096 Ms. Tapati Pan Mobile: 9647505588 Email: hall10@admin.nitdgp.ac.in
Foreigner	August, 23 rd – 24 th , 2025	Hall 10 (Mother Teresa Hall of Residence)	Hall-10	Ms. Rupali Dutta Mobile: 7679326096 Ms. Tapati Pan Mobile: 9647505588 Email: hall10@admin.nitdgp.ac.in

Table 2: Hostel for
Boys

Nationality	Date of Allotment	Allotted Hostel No. and Name	Hostel Registration Location	Remarks / Contacts
Indian	August, 23 rd – 24 th , 2025	Hall 11 (Meghnad Saha Hall of Residence)	New Auditorium	Mr. Sunil Hazra Mobile: 9434788128 E-mail: hall11@admin.nitdgp.ac.in
Foreigner	August, 23 rd – 24 th , 2025	Hall 12 (A.P.J. Abdul Kalam International Hostel)	Hall-12	Mr. Pradip Chatterjee Mobile: 9474778841 Email: hall12@admin.nitdgp.ac.in.



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Annexure-II: PERSONAL DATA FORM

(To be filled by the student)

.....*Hall of Residence*

(*Hall No.:-.....*)

Paste recent
Photograph

Sl. No	Items	Details
1	Name	
2	Roll No	
3	Mobile No.	
4	E-Mail ID	
5	Room Allotted	
6	Blood Group	
7	Date of Birth	
8	Bank Account Details	
9	Parents' Name	Father: Mother:
10	Parents' or Guardian's Mobile No.	
11	Home Address	
12	Aadhaar No.	
13	Previous Hostel (if any)	Hall No: Room No:

Declaration of the Student

1. The information furnished above is true to the best of my knowledge.
2. I agree to pay the mess charge within the due date as notified from time to time, if applicable
3. I will try my best to protect all the hall properties from any misuse.
4. I agree to abide by the rules and regulations of the hall as notified by the concerned authority.
5. I agree to accept the punishment imposed on me by the hostel authority, in case I am found involved in any unruly activity.

Signature of the Student



Annexure-III: HOSTEL' S RULES AND REGULATIONS

.....Hall of Residence (Hall No-.....)

The students have to abide by the following Hostel Rules and Regulations

1. Students should not involve themselves in any type of ragging activities during their stay in the Institute.
2. **First year students are allowed to go outside the hostel premise only for academic activities from 6:00 a.m. to 7:00 p.m. (Monday to Friday except institute holidays).**
3. First year students are not allowed to leave the hostel premises (even within the campus) without accompanying parents/guardians/local guardian (except for academic activities). The student will have to furnish the names and details of the parent/guardian/ local guardian (if any) in the hostel registration form at the time of hostel allotment. In such occasions, the filled-in **LEAVE FOR TEMPORARY ABSENCE (ANNEXURE VI)** form must be submitted to the hostel office.
4. In case the parents/ guardian/local guardian, as indicated in the registration form cannot be physically present, the student may be allowed to leave the hostel premises in the presence of an authorised representative. The parent/guardian will have to intimate the name of the authorised representative and send their consent either physically or send an application via messaging/ WhatsApp directly to the Manager/Warden(s) of the concerned hostel. The mobile number of the parents used for such communication must be identical to the number mentioned during the registration and allotment process. No emails will be entertained as means of providing consent for such movement. Furthermore, the authorised person should furnish a copy of any Government approved ID card while visiting the hostel.
5. In case a student wants to leave the station, she/he may be allowed to do so with their Parents/Guardians/Local guardians or any authorised representative as indicated in **Sl. No. 3 & 4**. In such occasions, the filled in “**LEAVE FOR TEMPORARY ABSENCE**” (**ANNEXURE VI**) form must reach to the warden(s) two days prior to their date of leaving.
6. The parent/ guardian/local guardian or any authorised representative must also accompany the students during their return to the hostel after any type of leave.
7. Students should inform the mess vendor and Hostel Manager at least two days in advance regarding their absence from the Mess and submit an application with valid reason.
8. Students are not allowed to interchange their allotted room with anyone without taking approval from the warden/manager(s). Hostel accommodation (room) may however be changed by the management if they found it necessary at any point of time.

Signature of the Student



9. No mattresses, bed sheets, pillows, pillow-covers, towels and curtains, bucket, mug etc. will be provided by the Institute.
10. No unauthorized person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel.
11. Students should maintain the time schedule for taking their meals.
12. Students should take their food by standing in a queue and have to consume their food inside the dining hall only. Students are not allowed to carry food to their respective rooms for themselves or for their roommates.
13. Before taking food, the student should put their signature in the attendance register every day, if instructed.
14. Students are not allowed to organize any function or celebration program such as birthday or any group religious activities etc., inside the Hostel premises.
15. Regarding any problem related to Hall, students are requested to contact Manager/Caretaker/Matron first.
16. Students should keep their own room in hall and the adjacent environment neat and clean.
17. Students are not allowed to cook inside the hostel.
18. Students are not allowed to use iron, heater inside the hostel.
19. Students are not allowed to consume **alcoholic, narcotic drugs or any intoxicating substances** within the hostel premises.
20. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor is prohibited. Defaulter will be punished. Repeated acts will render cancellation of allotment of Hostel room.
21. Students are not allowed to keep any pets/private servants in the hostel premises.
22. Students are advised to use water and electricity in a wise manner.
23. Students are not allowed to fix posters and draw pictures or any type of writing on the Almirah, walls/doors inside the room, common room, corridor, and staircase. Anybody found doing it may be fined.
24. Students are not allowed to damage or break Institute/hostel property (such as equipment, furniture, lifts, fire extinguisher, CCTV camera, bathroom & mess property etc.). The authority reserves the right to impose fine to all hostel boarders, if they damage or break the institute/hostel property.
25. Students will be personally responsible for the safe and upkeep of the furniture, and other items supplied by to them in the rooms. They will be charged for any damage and loss caused by design or negligence during their occupancy.

Signature of the Student



26. Every case of illness and accident must be reported immediately to the hostel authority & Medical Unit. Students suffering from contagious disease will generally not be allowed to stay at hostel but in every case recommendation of Medical Officer of NIT Durgapur is final.
27. Students are not allowed to take any common room or mess property into their rooms.
28. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the competent authority.
29. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the Hostel/Institute.
30. Female students are not allowed to enter the boys' hostel. Similarly, male students are not allowed to enter the girls' hostel.

Note: All the students are instructed to follow the hostel rules and regulations. The competent Authority reserves the right to punish any student for any kind of violation of the above-mentioned rules and she/he should obey. Otherwise, fine will be imposed by the competent authorities.

I have read and understood the above-mentioned rules & regulations of this hall of residence. I hereby undertake to abide by all the rules and regulations as mentioned above.

Student's Name:

Father's Name:.....

Mother's Name:

Residential Address of parents:

.....
.....

Institute Roll No.:Room No.:Arrival Date:

Guardian's Occupation:.....

Guardian's Office Address & Mobile No. (if any):

.....
.....

Local Guardian's Name & Address (if any):.....

.....
.....

Mobile No. (Local Guardian):Mobile No. (Student):

Signature of the Guardian

Signature of the Student

**Annexure-IV: Payment Amount and Method**

Hostel Name	Hostel Caution Money	Mess Advance for Odd semester (2025-2026)	Payment method
Hall 10 (for girl students only)	-----	₹ 14500	Through State Bank Collect https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (See Annexure-V) or Account Details Account Name: Hall 10 A/C No.: 35564296213 IFSC: SBIN0002108 Bank Address: State Bank of India, R E COLLEGE DURGAPUR Branch
Hall 11	-----	₹ 14500	Through State Bank Collect https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (See Annexure-V)
Hall 12	-----	-----	Account Details Account Name: Hall 12 A/C No.: 35943445199 IFSC: SBIN0002108 Bank Address: State Bank of India, R E COLLEGE DURGAPUR Branch



Annexure-V: Payment Process through State Bank Collect

The detailed instructions of the payment procedure through SB Collect are as follows:

1. **onlinesbi.sbi**
2. Then go to SB Collect
3. Select Category: Here, you have to select “**Category: Educational Institutions**”.
4. Search for Educational Institutions: “**NIT Durgapur**” and Name of Educational Institutions “**NIT DURGAPUR**” and Click “**NIT DURGAPUR**”
5. Select Payment Category: **Form dropdown menu Select allotted hostel**
6. Fill up the form

Payment Category *

Select ‘allotted
Hostel’

NAME OF THE STUDENT *

REG NO *

ROLL NO *

ROOM NO *

Write ‘000’ for new room allotment

MOBILE NO *

Write ‘Student’ mobile no.

PAYING FOR MONTH AND YEAR *

Write ‘August to December 2025’ in
the paying for month and year box.



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REMARKS (IF ANY)

MESS FEES *

Remarks

Write 'Mess Advance' in the Remarks box

- PLEASE ENSURE CORRECT DATA HAS BEEN ENTERED BEFORE PAYING.
- PLEASE ENTER THE CORRECT BILLING MONTH AND YEAR.

Enter Your Details

☒ Individual ☐ Organisation / Corporate

Name * :

Date of Birth * :

Mobile No * :

On successful completion of payment, you will receive the transaction reference number on this mobile number

Email ID :

On successful completion of payment, you will receive the transaction reference number on this email ID



I have read and agreed to the **Terms & Conditions**

Enter the text as shown in the image * :

Select one of the Captcha options *

☒ Image Captcha ☐ Audio Captcha

- Click "Next".
- Verify Payment Details and Click "Next"
- Complete Payment**
- Print Receipt.**

Note: Students are instructed to write '000' in ROOM NO * box.



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ANNEXURE-VI: LEAVE FOR TEMPORARY ABSENCE

Application No.....

Date:.....

To
The Warden

Hall No....., NIT Durgapur

With due respect, I,, Roll
No..... student of B.Tech/Int. M.Sc/ Dual Degree/ M.Tech / M.Sc /
MSW / MBA / Ph.D. semester and resident of Room No at
Hall No....., am requesting to provide permission to leave the hostel for the reason of

Date & Time of Departure from hostel (AM/PM)

Date & Time of Arrival to hostel (AM/PM)

Address of the residence during station leave:

I do hereby also declare that I shall return to my hostel on the above-mentioned date
positively and NIT Durgapur will not be responsible for any untoward incident after
leaving the campus.

Student Mobile No.:

Signature of the Student

Name of parent/ guardian/local guardian:

Parent's/ Guardian's/Local guardian's Mobile No.:

Relationship with accompanying person*: parent/ guardian/local guardian

Parent's/ Guardian's/Local guardian's Signature*:

Sanctioned/Not Sanctioned

Signature of the Warden

Application No.....

Gate Pass from Hostel

Name..... Roll No.....

Hall No.....Room No.....

Date & Time of Departure (AM/PM)

Date & Time of Arrival (AM/PM)

Signature of the Warden with seal