



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

**Mahatma Gandhi Avenue, Durgapur 713209, India**

**[www.nitdgp.ac.in](http://www.nitdgp.ac.in)**

**(An Institute of National Importance under Ministry of Education, Govt. of India)**

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Date: 28.07.2022

**NOTICE**

**Subject: Hostel allotment notification for the postgraduate 1<sup>st</sup> year Students.**

1. A schedule for hostel allotment of 1<sup>st</sup> year PG students has been finalized and it is available in **Annexure – I. The schedule may change depending on exigency occurring/government notification/restrictions imposed thereof.**
2. **Accommodation:** All the allotment of seats shall be on a shared or single-basis as per the normal capacity of the rooms in the hostels.
3. **Allotment of Room:** **The hostel allotment is a temporary basis. The room allotment and hostel registration will be carried out in the respective hostel.**
4. **Hostel Registration:** Student registration is compulsory in the respective allotted hostel.
5. **Mess/canteen registration:** Student registration is compulsory in the respective canteen/mess according to their allotted hostel.
6. **Advance Mess Fee and Hostel caution money and Payment Method:** The students will have to deposit the amount (as per **Annexure-II**) in Bank. **The payment flowchart is shown in Annexure III.** The students will get the room allotment only after depositing the above-mentioned amount to the Bank and submission of the supporting document (the copy of the payment) with 3 copies of Photographs to the Hall office.
7. **Fill up Hostel Registration and Declaration Form:** All students need to fill up a personal data sheet (**Annexure-IV**, attached with this notice) during the hall registration.
8. **Documents to be brought during Hostel Registration:** The students need to bring the following original documents (with at least one photocopy of each) for Hall registration and allotment of rooms in the hall. Original photos and photocopies of these documents need to be submitted at the time of Hall registration.
  - (i) Six passport size photos
  - (ii) Valid Govt. Identity proof documents/ Institute Identity card (if available)
  - (iii) Front Page of Bank Passbook

Sd/-  
**Chief Warden**

Sd/-  
**Dean (Students Welfare)**



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**Annexure – I: Schedule for Hostel Return**

Programme of Study	Entry Date	Girls		Boys	
		Hostel No.	Remarks / Contacts	Hostel No.	Remarks / Contacts
PG (MBA and MSW)	5 <sup>th</sup> August, 2022	Hall 13	Contact warden/manager /caretaker of Hall 13	Hall 4	Contact warden/manager/caretaker of Hall 4
M.Tech., M.Sc. (allotted through CCMT / CCMN, ICCR, SII, DASA, MEA etc.)	11th – 12th August, 2022				
M.Tech. (Sponsored & Self-Sponsored)	13th August, 2022				

**Hall 8 and Hall 12 are only for foreign passport holder boys and girls students, respectively.**



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**Annexure-II: Payment amount and payment method**

<b>Hostel Name</b>	<b>Hostel Caution Money</b>	<b>Mess Advance/Canteen for even semester</b>	<b>Payment method</b>
Hall 4	Rs. 5,000/-	Rs. 15,000/-	Through SBI Collect <a href="https://www.onlinesbi.com/sbicollect/">https://www.onlinesbi.com/sbicollect/</a> <b>(See Annexure-III)</b>
Hall 13	Rs. 5,000/-	Rs. 10,000/-	Through SBI Collect <a href="https://www.onlinesbi.com/sbicollect/">https://www.onlinesbi.com/sbicollect/</a> <b>(See Annexure-III)</b>
Hall 8	Rs. 5,000/-		Account Details Account Name: Preetilata Hall of Residence A/C No.: 30562782563 IFSC: SBIN0002108 State Bank of India R E COLLEGE DURGAPUR Branch
Hall 12	Rs. 5,000/-		Account Details Account Name: Hall 12 A/C No.: 35943445199 IFSC: SBIN0002108 State Bank of India R E COLLEGE DURGAPUR Branch



**Annexure-III: Payment flow chart through SBI Collect**

The detailed instructions of the payment procedure through SBI Collect are as follows.

1. onlinesbi.com
2. Then go to SB Collect
3. Select State and Type of Corporate / Institution: Here, you have to select ‘West Bengal’ and ‘Educational Institutions’
4. Select from Educational Institutions “NIT Durgapur”
5. Select Payment Category: **Form dropdown menu Select allotted hostel**
6. Fill up the form and submit

Select Payment Category \*

NAME OF THE STUDENT \*

REG NO \*

ROLL NO \*

ROOM NO \*

MOBILE NO \*

PAYING FOR MONTH AND YEAR \*

**Write month as “August” and year as “2022”**

REMARKS(IF ANY)

MESS FEES \*

Remarks

**Write ‘Caution Money/ Mess Advance/ Caution Money and Mess Advance both’ in the Remarks box**

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

*Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.*

*This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.*

Name \*

Date Of Birth / Incorporation \*

Mobile Number \*

Email Id

Enter the text as shown in the image \*

**Note:**

1. For 1<sup>st</sup> PG students who have not been allotted yet regarding the Hostel No and Room No, write **allotted Hostel No and Room No. 000.**



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**Annexure-IV**

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

**Personal Data Sheet**  
**(To be filled by the student)**

Sl No	Items	Details
1	Name	
2	Roll No	
3	Contact Number	
4	E-Mail ID	
5	Room Allotted	
6	Blood Group	
7	Bank Account Details	
8	Parents' Name	Father:
		Mother:
9	Parents' or Guardian Contact Number	
10	Home Address	
11	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