



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in (An Autonomous
Institution of the Govt. of India under Ministry of Education
(Shiksha Mantralaya))

Ref No. NITD/Estt./Student Notification/2022

Date: 23/09/2022

NOTIFICATION

A wardens' meeting was held at 3:30 PM on 16-09-2022 in Seminar Room I (S. N. Roy Memorial Building) of the Institute. The Dean (Student Welfare) chaired the meeting.

The following matters have been resolved in the meeting:-

1. Entry and exit rules at the main/North/SS10 gates of the institute and hostels.

• **Entry and exit rules at the main/North/SS10 gates:**

It is resolved that the **entry time at the main/North/SS10 gates is 10.30 PM** and the exit time is **5:30 AM**. In any emergency circumstances, prior permission from the respective wardens must be obtained. A late entry list prepared at the main gate (including other gates) is to be sent to the respective hostel wardens for necessary action.

• **Entry and exit rules at the Hostel Premises:**

It is resolved that **entry time of all the students is strictly restricted to 11.30 PM or till the Central Library** remains open (whichever succeeds the other in time) and exit time is restricted to 5:00 AM.

In any emergency circumstances, prior permission from the respective wardens must be obtained as per **Annexure-II**.

• **Station Leave:** It is resolved that, a student should take permission from the respective wardens for leaving the station by filling out the form as per **Annexure-I**.

Handwritten signature and date:
23/9/2022

● It is resolved that any violation of the above mentioned rules regarding the entry, exit and station leave will be treated as an act of indiscipline and the following actions will be taken as the preliminary measure by the respective wardens.

- For the first violation, the guardians will be called over the phone.
- For the second violation, the guardians will be called in the campus.
- For the third violation, the said matter may be placed to the Institute Disciplinary Committee.

● It is resolved that all the students must carry the Original Institute I-Card (no copy of the I-Card like xerox, photograph etc. is allowed) always.

● **Movement restrictions of all Hall Residents:**

- I. Faculty/ staff residential area throughout the day & night.
- II. Guest House area from 09:00 PM to 05:00 AM.
- III. Pond area from 7:00 PM to 6:00 AM.
- IV. New academic building and its surrounding area 07:00 PM to 07:00 AM.
- V. Entry in the area of SAC, Oval, and Lord's ground from 09:00 PM to 05:00 AM.
- VI. No first/second year students should go to the senior hostels/rooms.

Registrar

Soumya Rana Karkey
23.09.22

Copy for information to:

- 1) Director,
- 2) All Deans/ All Heads of the Deptt./Section/
Centre & Central facilities/Chief Warden
- 3) The Web Master – with a request to display in the Institute Web site for wide circulation..
- 4) Assistant Registrar (Security & Estate Section- for necessary action on the above.
- 5) Director & Registrar Secretariat
- 6) All students through e-mail
- 7) Notice Board of all Hostels
- 8) File Copy

Joint Registrar (Establishment)

Chhaya
23/9/22
Chhaya
23/9/22



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Mahatma Gandhi Avenue, Durgapur 713209, India

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ANNEXURE I: HOSTEL LEAVE FORM

To

Date:

The Warden

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NIT Durgapur

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

Date & Time For Departure (AM/PM)

Date & Time For Arrival (AM/PM)

Please mention the address of the residence during station leave:

.....
.....

I do hereby declare that I have taken permission from the Head of the Department & Supervisor (only for PG and Ph.D students) and my parents/guardian. 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 Ph. No.:

Signature of Student

parents/guardian Ph. No.:

Sanction/Not Sanction

Signature of Warden

Gate Pass from Hostel

The Security Officer

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

Room No..... Hall No..... Date & Time of Departure (AM/PM)

Signature of Warden with seal



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ANNEXURE II: Declaration Form for All PhD/Project Scholars for working After 11:30 PM

To

Date:

The Warden

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NIT Durgapur

With due respect, I,, Roll No..... student of B.Tech/Int. M.Sc/ DD-BT/DD-CH/M.Tech/M.Sc/MSW/MBA/Ph.D..... semester and resident of Room No at Hall, am requesting to provide permission to stay in the department after 11:30 PM for doing my Project work/ research work for the ODD/EVEN semester of the academic session of 20..... to 20.....

Student Ph. No.:

Signature of Student

Declaration of the Supervisor(s): In any unusual situation, I/We will extend my/our support to the student, if required.

Signature of Supervisor(s)

Phone No.:

Recommended by

Signature of HOD (With Seal)

Signature of Warden

Pass for Working in the Department After 11:30 PM

Name.....

Roll No.....

Department:.....

Course: B.Tech/Int. M.Sc/ DD-BT/DD-CH/M.Tech/M.Sc/MSW/MBA/Ph.D

Room No.....

Hall No.....



Signature of Warden with seal