



Ref no: NITD/OCW/24-25/PG 1<sup>st</sup> year /Aug/01

Date: 05-08-2024

**NOTICE FOR HOSTEL ALLOTMENT**  
**(ACADEMIC YEAR 2024-25)**

**Subject: Hostel allotment notification for 1<sup>st</sup> Year Post Graduate Students**

1. A schedule for hostel allotment of 1<sup>st</sup> year PG students is available in **Annexure – I**.
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 on a temporary basis. Hostel residents will be shifted to another Hostel as and when required. 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 Registration:** Student registration is compulsory in the respective mess according to their allotted mess (**except Hall-12**).
6. **Payment Method for Advance Mess Fee and Hostel caution money:** The students will have to deposit the amount as mentioned in **Annexure-II (You may refer to the flowchart as shown in Annexure-III)**.
7. **Hostel Registration Form:** All students need to fill up a ‘**Personal Data Form**’ (**Annexure-IV, attached with this notice**) during the hostel registration.
8. **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) **Receipt of the deposited fees as mentioned in Annexure-II – 2 Nos**
  - e) **Completely filled ‘Personal Data Form’ (Annexure-IV).**
  - f) **Signed copy of ‘Hostel’s Rules and Regulations’ (Annexure-V).**
  - g) **Self-attested photocopy of front Page of Bank Passbook.**

Sd/-  
Chief Warden

Sd/-  
Dean (Student Welfare)



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

**Time of Allotment: 9A.M. - 6 P.M.**

**Table 1: Hostel for Girls**

Program Name	Date of Allotment	Allotted Hostel No. and Name	Mess	Remarks / Contacts
M.Tech. and M.Sc. (allotted through ICCR, SII, DASA, MEA etc.)	August 16, 2024	Hall 7 (Sister Nivedita Hall of Residence)	Mess: Hall 7 for Hall 7 students	Hall 7 : Contact warden/manager/caretaker of Hall 7  Manager: Mrs. Basanti Banerjee <b>Mobile:</b> 9434788087 <b>Email:</b> hall7@nitdgp.ac.in
M.Tech. and M.Sc. (allotted through CCMT / CCMN)	August 11-12, 2024	Hall 7 (Sister Nivedita Hall of Residence)		
M.Tech. (Sponsored & Self-Sponsored)	August 22, 2024	Hall 7 (Sister Nivedita Hall of Residence)		

**Table 2: Hostel for Boys**

Program Name	Date of Allotment	Allotted Hostel No. and Name	Mess	Remarks / Contacts
M.Tech. and M.Sc. (allotted through ICCR, SII, DASA, MEA etc.)	August 16, 2024	Hall 12 (A.P.J. Abdul Kalam International Hostel)	-----	Hall 12 : Contact warden/manager/caretaker of Hall 12. Manager: Mr. Pradip Chatterjee, <b>Mobile:</b> 9474778841,
M.Tech. and M.Sc. (allotted through CCMT / CCMN)	August 11-12, 2024	Hall 4 (Dr. C.V. Raman Hall of Residence)	Mess: Hall 4 for Hall 4 students	Hall 4 : Contact warden/manager/caretaker of Hall 4. Manager: Mr. Gopal Madi <b>Mobile:</b> 9434788084 <b>Email:</b> <a href="mailto:hall4@nitdgp.ac.in">hall4@nitdgp.ac.in</a>
M.Tech. (Sponsored & Self-Sponsored)	August 22, 2024	Hall 14 (Dr. B.R. Ambedkar Hall of Residence)	Mess: Hall 14 for Hall 14 students	Hall 14: Contact warden/manager/caretaker of Hall 14. Manager: Mr. Amit Lakra <b>Mobile:</b> 9434788199 <b>Email:</b> <a href="mailto:hall14@nitdgp.ac.in">hall14@nitdgp.ac.in</a>




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

Hostel Name	Hostel Caution Money	Mess Advance for ODD semester (2024-2025)	Payment method
Hall 4, Hall 7 & Hall 14	Rs. 5,000/-	Rs. 19,000/-	Through State Bank Collect <a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a> (See Annexure-III)
Hall 12	₹ 5000	NIL	<b>Account Details:</b> <b>Account Name:</b> Hall 12 <b>A/C No.:</b> 35943445199 <b>IFSC:</b> SBIN0002108 <b>Bank Address:</b> State Bank of India, R E COLLEGE DURGAPUR Branch


**Annexure-III: Payment Process through SBI Collect**

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


1. [onlinesbi.sbi](http://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 \*  }  **Write your CCMT/ CCMN/Registration Number**

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 2024’ in the paying for month and year box.**



REMARKS (IF ANY)

MESS FEES \*

Remarks

Write 'Caution Money and 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

7. Click "Next".
8. Verify Payment Details and Click "Next"
9. Complete Payment
10. Print Receipt.

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



**Annexure-IV: 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 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-V: 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. In case a student wants to leave the station, she/he will have to submit the filled-in “**LEAVE FOR TEMPORARY ABSENCE**” (ANNEXURE VI) Form, to the office of the warden(s) two days prior to their date of leaving.
3. 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 a valid reason.
4. 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.
5. No mattresses, bed sheets, pillows, pillow covers, towels and curtains, buckets, mugs, etc. will be provided by the Institute.
6. No unauthorized person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel.
7. Students should maintain the time schedule for taking their meals.
8. 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.
9. Before taking food, the student should put their signature in the attendance register every day, if instructed.
10. Students are not allowed to organize any function or celebration program such as birthday or any group religious activities etc. inside the Hostel premises.
11. Regarding any problem related to Hall, students are requested to contact Manager/Caretaker/Matron first.
12. Students should keep their own room in the hall and adjacent environment neat and clean.
13. Students are not allowed to cook inside the hostel.
14. Students are not allowed to use iron, heater inside the hostel.

**Signature of the Student**



15. Students are not allowed to consume **alcoholic, narcotic drugs or any intoxicating substances** within the hostel premises.
16. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor is prohibited. The defaulter will be punished. Repeated acts will render cancellation of allotment of the Hostel room.
17. Students are not allowed to keep any pets/private servants in the hostel premises.
18. Students are advised to use water and electricity in a wise manner.
19. 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.
20. 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.
21. 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.
22. Every case of illness and accident must be reported immediately to the hostel authority & Medical Unit. Students suffering from contagious diseases will generally not be allowed to stay at the hostel but in every case recommendation of the Medical Officer of NIT Durgapur is final.
23. Students are not allowed to take any common room or mess property into their rooms.
24. 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.
25. 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.
26. 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.

**Signature of the Student**



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**(An Institute of National Importance under Ministry of Education, Govt. of India)**  
**Mahatma Gandhi Avenue, Durgapur 713209, India**  
**[www.nitdgp.ac.in](http://www.nitdgp.ac.in)**

**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-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 period of ..... to ..... for the reason of .....

Date & Time of Departure from Hostel ..... (AM/PM)

Date & Time of Arrival to Hostel..... (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 Mobile. No.:

Signature of the Student

Parent's/Guardian Mobile No.:

**Sanctioned/Not Sanctioned**

Signature of the Warden

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**Gate Pass from Hostel**

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

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

**Date & Time of Departure ..... (AM/PM)**

**Date & Time of Arrival ..... (AM/PM)**

**Signature of the warden with seal**