



Ref no: NITD/OCW/26-27/PG 1st year/Aug/02

Date: 30-07-2026

NOTICE FOR HOSTEL ALLOTMENT

(ACADEMIC YEAR 2026-27)

Subject: Hostel allotment to the 1st year PG students of M. TECH., M. Sc. PROGRAMS

1. A schedule for hostel allotment of 1st year students of M. TECH., M. Sc. is available in **Annexure – I**.
2. **Accommodation:** Students shall be accommodated in the hostels on a shared 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 (except Hall-12).
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/ Voter/Passport (first and last page) of **both Student and Parents (Father and Mother)**, 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) Receipt of the deposited fees as mentioned in **Annexure-III** – 2 Nos.
 - f) Photocopy of front Page of Bank Passbook
6. **Mess Registration:** Student registration is compulsory in the respective mess according to their allotted hostel
7. **Payment Method for Advance Mess Fee:** The students will have to deposit the amount as mentioned in **Annexure-III (You may refer to the flowchart as shown in Annexure IV for making payment)**.

Sd/-

Chief Wardens

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

Program Name	Date of Allotment	Allotted Hostel No. and Name	Remarks / Contacts
M.Tech. and M.Sc. (allotted through ICCR, SII, MEA, DASA etc.)	August 12 th , 2026	Hall 7 (Sister Nivedita Hall of Residence)	Mrs. Basanti Banerjee Mobile: 9749264711 Email: hall7@admin.nitdgp.ac.in
M.Tech. and M.Sc. (allotted through CCMT & CCMN)	August 11 th -12 th , 2026	Hall 7 (Sister Nivedita Hall of Residence)	Mrs. Basanti Banerjee, Mobile: 9749264711 Email: hall7@admin.nitdgp.ac.in
M.Tech. (Sponsored & Self-Sponsored)	-----	Hall 7 (Sister Nivedita Hall of Residence)	Mrs. Basanti Banerjee, Mobile: 9749264711 Email: hall7@admin.nitdgp.ac.in

Table 2: Hostel for Boys

Program Name	Date of Allotment	Allotted Hostel No. and Name	Remarks / Contacts
M.Tech. and M.Sc. (allotted through ICCR, SII, MEA, DASA etc.)	August 12 th , 2026	Hall 12 (A.P.J. Abdul Kalam International Hostel)	Mr. Tapan Samoddar, Mobile: 9434788072, Email: hall12@admin.nitdgp.ac.in.
M.Tech. and M.Sc. (allotted through CCMT & CCMN)	August 11 th -12 th , 2026	Hall 14 (BR Ambedkar Hall of Residence)	Mr. Bikash Das, Mobile: 9339595661 Email: hall14@admin.nitdgp.ac.in
M.Tech. (Sponsored & Self-Sponsored)	-----	Hall 14 (BR Ambedkar Hall of Residence)	Mr. Bikash Das, Mobile: 9339595661 Email: hall14@admin.nitdgp.ac.in



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Annexure-II

Recent colour
photo of the
student

.....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' Details	Name	Contact No.	Photo ID type & No.
		Father:		
		Mother:		
9	Local Guardian Details	Name	Contact No.	Photo ID type & No.
		1.		
		2.		
10	Home Address			
11	Aadhar No			
12	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/canteen fee 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 indiscipline and unruly activity.

Signature of the Guardian

Signature of the Student (With Date)



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Annexure-III: Payment Amount and Method

Hostel Name	Hostel Caution Money	Mess Advance for Odd semester (2026-2027)	Payment method
Hall 7 (for girl students only)	-----	₹ 14,700**	Through State Bank Collect https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (See Annexure-IV)
Hall 14 (for Boys students)	-----	₹ 14,700 **	Through State Bank Collect https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (See Annexure-IV)

** These mess fees are calculated up to 30/11/2026 excluding durga puja break. If required the amount may be adjusted after the end of the semester, or an extra amount has to be paid separately, if needed.



Annexure-IV: 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 2026’ 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-V: 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