



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

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

**www.nitdgp.ac.in**

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

Date: 18-07-2023

**NOTICE**

**Subject: Hostel allotment notification for 1<sup>st</sup> year MBA and MSW Students (ODD semester, 2023-2024).**

1. A schedule for hostel allotment of 1<sup>st</sup> year MBA and MSW Students 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 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 in hostel is compulsory in the respective allotted hostel.
5. **Mess registration:** Student registration is compulsory in the respective mess according to their allotted mess.
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) to the Hall office.
7. **Fill up Hostel Registration Form:** All students need to fill up a data sheet (**Annexure-IV**, attached with this notice) during the hostel 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) Admission Letter
  - (ii) Payment document of Hostel Caution Money and Mess Advance
  - (iii) Three passport size photos
  - (iv) Valid Govt. Photo Identity proof documents
  - (v) Front Page of Bank Passbook

Sd/-  
Chief Warden

Sd/-  
Dean (Students Welfare)



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

<b>Programme of Study</b>	<b>Hostel allotment for boys (AY 2023-2024)</b>	<b>Hostel allotment for Girls (AY 2023-2024)</b>	<b>Date of Hostel allotment</b>	<b>Mess</b>	<b>Starting Date of Mess</b>	<b>Remarks / Contacts</b>
1 <sup>st</sup> year MBA and MSW Students (ODD semester, 2023-2024)	Hall 14	Hall 13	21-07-2023	Mess: Hall 14 for Hall 14 students	Hall 14: 21-07-2023	Hall 14: Contact warden/ manager/caretaker of Hall 14 Email: <a href="mailto:hall14@admin.nitdgp.ac.in">hall14@admin.nitdgp.ac.in</a>
				Mess: Hall 13 for Hall 13 students	For Hall 13: 21-07-2023	Hall 13: Contact warden/ manager/caretaker of Hall 13 Email: <a href="mailto:hall13@admin.nitdgp.ac.in">hall13@admin.nitdgp.ac.in</a>

**Hall 12 is only for foreign passport holder boys Students.**

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

<b>Hostel Name</b>	<b>Hostel Caution Money</b>	<b>Mess Advance for ODD semester (2023-2024)</b>	<b>Payment method</b>
Hall 13	Rs. 5,000/-	Rs. 19,000/-	Through SBI Collect <a href="https://www.onlinesbi.com/sbicollect/">https://www.onlinesbi.com/sbicollect/</a> <b>(See Annexure-III)</b>
Hall 14	Rs. 5,000/-	Rs. 19,000/-	Through SBI Collect <a href="https://www.onlinesbi.com/sbicollect/">https://www.onlinesbi.com/sbicollect/</a> <b>(See Annexure-III)</b>



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### 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 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 ‘July to December 2023’ in the Remarks 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*



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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.**



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**Annexure-IV**

.....Hall of Residence

(Hall No-.....)

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

Paste recent  
Photograph

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	Aadhaar 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 charge with in 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**