



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: 24.12.2024

NOTICE

Subject: Hostel allotment notification for PhD 1st year Scholars (EVEN Semester, 2024-2025).

1. A schedule for hostel allotment of **1st year Full Time Institute Research Scholars** is available in **Annexure – I**.
2. 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.**
3. **Hostel Registration:** Student registration is compulsory in the respective allotted hostel.
4. **Mess registration:** Student registration is compulsory in the respective mess according to their allotted mess.
5. **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.
6. **Fill up Hostel Registration Form:** All students need to fill up a **personal data sheet (Annexure-IV)**, attached with this notice) and **Consent Form (Annexure-V)** during the hostel registration.
7. **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 Wardens

Sd/-

Dean (Students Welfare)



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Annexure – I: Schedule for Hostel Allotment

Programme of Study	Hostel allotment for boys (AY 2024-2025)	Hostel allotment for Girls (AY 2024-2025)	Date of Hostel allotment	Mess	Opening date of Mess	Remarks / Contacts
1 st year Ph D (Full Time Institute Research Scholars(EVEN Semester, 2024-2025))	Hall 9	Hall 6	02/01/2025 to 03/01/2025	Mess: Hall 9 for Hall 9 students	Hall 9: Running	Hall 9: Contact warden/manager/caretaker of Hall 9 Email: hall9@nitdgp.ac.in
				Mess: Hall 6 for Hall 6 students	Hall 6: Running	Hall 6: Contact warden/manager/caretaker of Hall 6 Email: hall6@nitdgp.ac.in

Annexure-II: Payment amount and payment method

Hostel Name	Hostel Caution Money	Mess Advance for EVEN semester (2024-2025)	Payment method
Hall 9	Rs. 5,000/-	Rs. 17,000/-	Through SBI Collect https://www.onlinesbi.com/sbicollect/ (See Annexure-III)
Hall 6	Rs. 5,000/-	Rs. 17,000/-	Through SBI Collect https://www.onlinesbi.com/sbicollect/ (See Annexure-III)

After the semester the adjusted amount will be informed to the student for refund/pay.



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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 ‘January to April 2025’ 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



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



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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



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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