



# राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

## NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh, India

No: NIT-Andhra/Hostel Office/2021/72

Date: 12-10-2021

### REVISED CIRCULAR

Sub: Hostel accommodation to III and IV B.Tech. students of odd semester  
AY 2021-22-reg.

Ref: No. NIT Andhra/AA/2021-22/ II B.Tech./7

Vide the subject and reference cited above, the approval of competent authority is hereby conveyed to provide the hostel accommodation on campus for III and IV B.Tech. students of odd semester AY. 2021-22 with strict adherence to rules & regulations of hostels, NIT Andhra Pradesh.

Students requesting the hostel facilities are hereby instructed to contact hostel with the prescribed attached hostel application form, duly filled and undersigned by the guardian, subject to the availability on payment of necessary fees.

### Fee Particulars and Instructions to Students for the Hostel Accommodation

All the III and IV B.Tech. students of odd semester AY 2021-22 who are requesting hostel facilities are hereby instructed to report physically to hostel office on (or) before the specified dates as per the academic circular (Ref: No. NIT Andhra/AA/2021-22/ II B.Tech./7). The details of the hostel fee particulars are mentioned here.

Sl. No	Item of Fee	For III B.Tech	For IV B.Tech
1.	Hostel Maintenance Charges	Rs. 12500/-	Rs. 12500/-
2.	Mess Advance (Odd semester AY. 2021-2022) *	Rs. 9500/-	Rs. 9500/-
	<b>Sub Total</b>	<b>Rs. 22,000/-</b>	<b>Rs. 22,000/-</b>
3.	Concession in hostel maintenance charges	Rs. 2000/-	Rs. 2000/-
	<b>Actual amount to be paid</b>	<b>Rs: 20,000/-</b>	<b>Rs: 20,000/-</b>

#### Note:

- \*Mess charges will be on pro-rate basis and calculated from 16<sup>th</sup> October 2021 to 31<sup>st</sup> December 2021. If the odd semester of AY. 2021-2022 is completed earlier before 31<sup>st</sup> December 2021 then the balance mess fee paid by the student shall be adjusted while taking the hostel registration for the even semester of AY. 2021-2022.



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2. An amount of Rs. 8000/- shall be paid for any new hostel admission against hostel caution deposit.
3. Hostel caution deposit can be refunded at the end of course.
4. Hostel accommodation shall not be provided to the student's accompanying persons.

**Mode of Payment**

Mode of payment and procedure to report the hostel office:

- i. Students shall mention the required details and make the payment accordingly through the following link: [https://nitandhra.ac.in/bt\\_hostel](https://nitandhra.ac.in/bt_hostel)
- ii. Hostel fee payments can be done only through Internet banking, Credit card, BHIM UPI, NEFT and SBI Branch Payment (Debit cards are not acceptable).
- iii. Wrong payments / Double payments and other account payments will not be accepted / refunded / adjusted.
- iv. In case of any payment related issues, contact to [web@nitandhra.ac.in](mailto:web@nitandhra.ac.in) with attaching proper UTR No. and transaction receipt.
- v. The hostel fee can be paid from 11-10-2021 onwards. Printed copy of the payment proof to be submitted to the hostel office at the time of physical reporting to the hostels.
- vi. Students are requested to contact the hostel office with required attachments for allotting the hostel rooms and submit the Google sheet form:  
<https://forms.gle/xkeTuSicfgLgQFWA8>

**This is issued with the approval of the Competent Authority.**

Sd/-  
Chief Warden  
Hostels, NIT Andhra Pradesh

Copy to:

1. The Heads of all Department/ Section for information
2. The Deputy Registrar (Hostels & Guest house) for necessary updating in IRG files
3. The Assistant Registrar (Accounts) for necessary action
4. The Registrar for kind information
5. The PS to Director for kind information to the Director



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TADEPALLIGUDEM- 534102, WEST GODAVARI DIST., ANDHRA PRADESH, INDIA.  
**HOSTEL OFFICE- Hostel Accommodation Form**

**S. No:**

1. Name of the Candidate :  
(in block Letters with surname)
2. i) Program: B.Tech/M.Tech/MS(Res)/Ph.D ii) Branch:  
iii) Year & Semester: \_\_\_\_\_ iv) Reg / Roll No: \_\_\_\_\_  
D D M M Y Y Y Y
3. (i) Date of Birth 

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 ii) Blood Group: (iii) Gender (Male/Female):
4. Father/Mother/Guardians Name (in block letters):
5. i) Detailed Address for Communication: \_\_\_\_\_  
(Permanent Address) \_\_\_\_\_  
\_\_\_\_\_
- ii) Mobile Numbers: Parent/Guardian: Student:  
iii) Landline Number (if any): STD Code: Phone number:
6. i) Nationality: ii) Religion:
7. Aadhaar Card Number [attach photo copy(s)]  
a) Student: \_\_\_\_\_ b) Father: \_\_\_\_\_ c) Mother: \_\_\_\_\_
8. Category (Tick/write the appropriate): General/OBC/EBC /SC/ST/EWS:
9. Are you a recipient of any scholarship, if so give details: SC/ST/OBC (or) Other \_\_\_\_\_?

Affix Pass Port  
Size  
Photograph

**DECLARATION BY THE STUDENT**

I hereby declare that I will abide by the rules and regulations framed by the Hostel Administration Committee (HAC) from time to time and in the event of any misconduct and /or violation of hostel rules by me and destruction of hostel / institute property, I am aware that I have to undergo disciplinary action recommended by HAC. I hereby undertake that in case, if I found involved in any ragging case, I am liable for punishment recommended by the appropriate authorities.

Place:

Date:

Signature of the Candidate

**DECLARATION BY THE PARENT/GUARDIAN**

I hereby declare that my ward/son/daughter/Mr./Miss./Ms. \_\_\_\_\_ of \_\_\_\_\_ B.Tech/M.Tech/MS(Res)/Ph.D. \_\_\_\_\_ Branch shall abide by the rules and regulations of the hostel in force failing which, he/she can be expelled from the hostel or institute or both.

Place:

Date:

Signature of the Parent/Guardian

**(FOR OFFICE USE ONLY)**

Please admit Mr./Miss/Ms. \_\_\_\_\_ of \_\_\_\_\_  
B.Tech/M.Tech/MS(Res)/Ph.D. \_\_\_\_\_ Branch to the Hostel as Resident Boarder.

Date:

Warden/Chief Warden  
NIT Andhra Pradesh, Hostels



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**HOSTEL UNDERTAKING FORM**

1. I always obey the rules and regulations of the Institute / hostels that are issued time-to-time during my stay.
2. I am aware that most of the facilities are already created that makes my comfortable stay in the hostels.
3. I know that the personal motor vehicles will not be allowed inside the campus.
4. I will take permission to use the private vehicle (Taxi/Auto etc.) only if, I have heavy luggage with me or if, I am sick.
5. I am aware that, outside food will not be permitted to the hostel rooms and it is only permitted up to the dining halls.
6. I am aware that, I need to mandatorily enter my movement in the movement register kept in the hostels and I will do the same.
7. I will always cooperate with the Institute / hostel staff and I will not mis-behave with the Chief Warden, Deputy Chief warden, Warden and staff members or any other person working in the hostel.
8. I am aware that, the lockable almirahs are provided to each resident of the hostel and I will be responsible for the safeguard of all my belongings.
9. I will come back to hostel before the prescribed time as notified by the hostel management. I am also aware that during my outing period, I am responsible for my safety and security and the Institute or hostel management is no way responsible for any untoward incident happening outside. While going out of the Hostel, I will carry my Institute/ Hostel Identity Card. I will be fully and solely responsible for my acts within the institute and outside the NIT Andhra Pradesh premises.
10. I will be inside the hostel by 9.00 PM on any day, which may be extended with the prior permission from the warden.
11. I am aware that, on repeated late arrival to the hostel after outing, I may be suspended/expelled from the hostel/Institute.
12. I will not indulge in gambling, smoking, consuming liquor, narcotic drugs or any other intoxicants inside /outside of the Institute/Hostel. If I am found in such intoxicated condition, I will accept any punishment imposed by the hostel management/Institute authorities including expulsion from the hostels and or rustication from the Institute.
13. I will not spread any kind of unauthorized data (text/audio/video etc.) across the social media platforms (like Twitter/ Facebook/ WhatsApp etc.) against the hostels/Institute which can downgrade the reputation of NIT Andhra Pradesh.
14. For any problems in hostels/mess, I will approach the appropriate authorities through a proper channel and I will abide to the hierarchy.

15. I am aware about anti-ragging law and undertake not to indulge, directly or indirectly, in any ragging activity in the hostel or Institute campus or outside.
16. I will not use electrical appliances, such as, electric kettle/stove, electric rice cookers, electric iron, immersion heater and if I am found using any of these items, I agree to be fined a minimum of Rs.1,000/- at the first instant, and will have no objection if expelled from the hostel if found using any of these items for the second time.
17. If I break or damage any electrical appliances, fire extinguishers switch board or any other articles in hostels, I agree to pay double the total cost of the material and also be levied fine as applicable.
18. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
19. If damage is done in anyone of the rooms and the person(s) is / are not identified, then double the cost will be recovered from the room-mates collectively.
20. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property by the same occupants will result in their expulsion from the hostel.
21. I will settle all my hostel dues in time.
22. I will not allow any day-scholar or outsider in my room without permission and in case of its violation, I may be suspended/expelled from the hostel/Institute.
23. I am aware that, preparing or cooking any type of food is prohibited within the hostel premise/Institute.
24. I will not involve / organize in any anti-social activities, strikes / bundh / religious activities that tarnishes the reputation of NIT Andhra Pradesh.
25. I will claim my caution deposit paid if any only at the end of the program duration or at the time of leaving the program in between.

I.....son/daughter of .....bearing roll no..... joining/studying ..... Year of B.Tech./M.Tech./MS(Res)/Ph.D. Course in the branch of ..... will abide by the Rules/Policies/Orders/Instructions written above and also issued by the Hostel Office from time-to-time. I fully understand that in case of violation of any of the Rules/Policies/Orders/Instructions, I may be imposed heavy penalty which may include expulsion/ suspension from the hostel and/or even rustication from the Institute.

**Date:**

**Place:**

**Signature of Student**



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**HOSTEL OFFICE**

**AFFIDAVIT BY THE STUDENT (Undertaking)**

(To be submitted to the Hostel authority)

1. I.....S/o or D/o..... student of B.Tech./M.Tech. /MS(Res)/Ph.D. .... year..... branch roll no hereby solemnly affirm and undertake to abide by following instructions/directions:
2. I understand that I am not permitted to keep and use any motorized vehicle inside as well as outside the campus of NIT Andhra Pradesh without prior permission.
3. I will not indulge in smoking, consumption of pan masala, gutkha, drugs, narcotics and alcoholic beverages in the Institute / Hostel Campus. If any of the above items is found in my possession or in my room or if I would be found intoxicated, then I shall be liable to sever disciplinary action.
4. I shall not use social websites for spreading misinformation about others and nor will I tarnish the image of others. I shall not indulge in any activity leading to cybercrime.
5. I shall never involve myself in any groupism leading to destruction, quarrel, disturbing peace, harmony & academic ambience of the Institute.
6. I shall never involve in any groups based on cast, creed, region, religion, state, district etc.
7. I will neither indulge in any mob activities, violence of any kind with fellow students & employee 's and security staff, nor possess any type of weapons and explosives.
8. I understand that I am not permitted to carry mobile phone in the class room premises.
9. I will not use external speakers along with my computers, if any, and cause disturbance to others in the Hostel.
10. I will not allow any of my relatives, family members & friends to stay in my room without permission.
11. I shall always abide by the rules and regulations of NIT AP hostels failing which I shall be liable to punishment including expulsion / rustication from the hostel / Institute as may be awarded by Institute. The Institute decision will be absolute final and binding and no appeal will be admissible against it.

In witness whereof, I have fixed my signature on this undertaking.

Date:

Place: .....

**(Signature of Witness/Parent/Guardian)**

Name .....

Address.....

Email/Phone No.....

Date ..... Signature of the Student: .....

Name of the student ..... Year ..... Roll No.....

Branch/Semester..... Name of the NIT AP Hostel block & Room

No (if allotted) ..... Mobile No .....



Email: [hosteloffice@nitandhra.ac.in](mailto:hosteloffice@nitandhra.ac.in)



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**HOSTEL OFFICE**

**AFFIDAVIT BY THE PARENT/GAURDIAN (Anti-Ragging)**

(To be submitted to the Hostel authority)

I..... Father/Mother/Guardian of  
..... have carefully read and fully understood  
the law prohibiting ragging and the directions of the Supreme Court and the Central/ State  
Government in this regard as well as the Regulation on curbing the menace of ragging.

I assure you that my son/ daughter /ward will not indulge in any act of ragging.

I hereby agree that if he/she found guilty of any aspect of ragging he/she may be punished  
as per the Provisions of Regulations mentioned above or as per the law in force.

Signed on this day of..... month of ..... Year  
.....

**Full Name** .....

**Correspondence Address**

.....  
.....  
.....

**Signature** .....

**Permanent Address**

.....  
.....  
.....





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**HOSTEL OFFICE**

**Date:**

**Undertaking by the Student**

I, Mr/Miss/Mrs/Ms ....., having Roll No....., enrolled on ..... (month), ..... (year) in the (Department/School) ..... for B.Tech. course and hereby declare the following:

- A. That I will inform the details of my travel itinerary in advance and observe all protocol for safe journey recommended by NIT Andhra Pradesh
- B. That I will undertake the journey from Vijawada/Rajamundry Airport, and / or Tadepalligudem Railway Station or, Tadepalligudem township by following all the protocols.
- C. That on reaching the campus, I will report to Medical dispensary, NIT Andhra Pradesh and on their recommendation I will move to the allotted quarantine facility in the campus;
- D. That based on the health condition I will undergo necessary quarantine for 7-14 days or more in the designated facility;
- E. That during the quarantine, I will not engage in any socialization in any form and maintain complete isolation;
- F. That if infected with COVID - 19, I will abide and follow all the medical procedures as may be prescribed by Medical dispensary, NIT Andhra Pradesh.
- G. That I am mindful of the fact that the Medical dispensary, NIT Andhra Pradesh provides only primary health care, and there is no advanced medical treatment facility within the campus;
- H. That in case of violation of any of the above, I will be liable for disciplinary action of the Institute.

I hereby sign this undertaking being fully aware of the consequences of my action in a conscious state of mind and body.

Date:

Signature of the Student

Place:

I, Mr/Mrs/Dr/Prof ....., as a legal guardian/parent endorse the undertaking of my ward/son/daughter in conscious mind after understanding the health risks and consequences.

Date:

Signature of Legal Guardian/Parent

Place: