

RULES AND REGULATIONS
FOR HOSTEL RESIDENTS
(To be Approved)

1. HOSTEL MANAGEMENT COMMITTEE

1.1 The following officers constitute the Hostel management committee:

- a) The Director, The Chief warden
- b) Dean (Students affair)
- c) Hostel provost
- d) Legal advisor
- e) Hostel warden(s)
- f) Junior engineer

1.2 Each hostel is managed by an Hostel warden. The diners of a mess may be drawn from different hostels. Each mess is administered by a Hostel warden and or Caretaker, Hostel representative and Three student representatives.

1.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel. The students must formally address the issue of his/her concern through neatly written letter over an A4 page.

2. ACCOMMODATION (ANNEXURE- I & II)

2.1 Statutorily, hostel accommodation is available to B.Tech. Students, only during a working semester. No B.Tech. student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work.

2.2 Hostel accommodation is available to M.Tech./M.S. students for a maximum length of stay for two years. They can retain their room during odd semester vacation (unless there is any other administrative issues). At the end of each year, they have to vacate the hostel.

2.3 Hostel accommodation is available to Ph.D. scholars throughout the year subject to a maximum of 5 years for Ph.D. scholars. Ph.D. scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges or any other charges as fixed by the management for the entire semester or a certain duration as indicated.

For every additional semester after 5 years proper permission from The Director must be got for continuous stay in the hostel.

2.4 Hostel accommodation may be provided to project staff who are registered for and working towards a research degree at the Institute based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel management committee. The project staff residing in hostels are governed by the same rules, applicable to regular students of the Institute. Project staff availing hostel accommodation are **not eligible for HRA** and should keep the Institute informed about the same.

3. CONDITIONS OF ALLOTMENT

3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. **The telephone number of the parent with STD code, must be provided.** Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the Office of the Dean (Students affair) through the Hostel warden in writing, at once.

3.2 The Hostel management committee will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.

3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations.

3.4 The Hostel management committee, if in case of non-availability of rooms, can allot more than one person per room.

3.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel warden immediately and should vacate the hostel if the Hostel management finds that he/she is not eligible for hostel accommodation.

3.6 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is canceled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

3.7 Before vacating the rooms, the students should fill up the room vacating form. The electrical installations including the fan should be handed over intact, in addition to the furniture.

4. EXEMPTION FROM STAY IN HOSTEL (ANNEXURE-III)

4.1 Married students/ Research scholars/ QIP scholars, who are provided quarters in the campus, are fully exempted from hostel stay and no rental / establishment charges need be aid to the Hostel management. However, such students will have to apply for an exemption to the Dean (Students affair) in the prescribed form. In case, they are allotted a room in the hostel in the first

A 76

instance, the charges are payable for one semester even if they vacate the hostel in the middle of the semester, and the refund of the charges paid by them is not permissible

4.2 In case of non-availability of rooms in hostels, the students will be fully exempted from all hostel charges, provided competent authority gives his consent, until alternate arrangement is not made.

4.3 In case of UG/PG students exemption of stay will be allowed after examining (the complete details of the reason presented to stay outside) thoroughly by HMC. The HMC may authorize if it feels the case is genuine or otherwise decline without giving further reference/notice in this regard.

Possible reasons for stay outside the hostel

- a) Medical grounds
- b) Family situations
- c) Financial problems

4.4 In all the above cases (4.1-4.3), The Director, NITAP may or may not uphold any kind of decision taken by the HMC/HOD's/DEAN's.

5. CODE OF CONDUCT

5.1 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with every one both inside and outside the campus.

5.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.

5.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

5.4 All the girl students are expected to be in the hostel before 7.00 p.m. (8.00 p.m. on Saturdays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Hostel warden.

5.5 Rooms are allotted to each student on his or her personal responsibility. He/she should see to the upkeep of his or her room, hostel and its environment. Students should bring to the notice of the Hostel management committee (specifically to The Dean (SA), through The Hostel warden, Hostel representative for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms. Also, they must make an entry in the records file kept with the Caretaker1 (ANNEXURE V).

5.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel management requires the rooms for this purpose. On such occasions the management will try to provide the best possible alternate accommodation.

A 77

If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

5.7 The students should not screen pirated or unauthorized unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

5.8 The resident of a room is responsible for any damage to the property in the room during his or her occupancy of that room and will be required to make good the damage, if any. He or she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

5.9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Hostel warden.

5.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Hostel warden, failing which he/she will be charged a penal rent as decided by the Hostel warden.

5.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

5.12 The residents are required to sign a hostel upkeep undertaking form, a copy of which is given at the time of annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel management.

5.13 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.

5.14 For your understanding, ragging which is **CRIMINAL & NON-BAILABLE** offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-

Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".

Excerpts from the Directives of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions

20. The Head of the institution (Vice-Chancellor/ Director/Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.

A 78

21. *Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.*

22. *When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.*

5.14 All senior students, hostelers and day scholars, are required to sign an Anti-Ragging Undertaking form.

5.15 **Smoking** and consumption of **alcoholic drinks** and/or **narcotic drugs** in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke free zone in the Institute. Students should not smoke inside the hostel/room/common room /dining hall/toilets/corridors/terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

5.16 Employing unauthorized persons for personal work such as washing cloths, etc., are not permitted without approval from the Hostel warden. Members of the mess staff should not be asked to enter the hostel premises on any account without the approval of the Hostel management committee.

5.17 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

- (a) He/she will be expelled from the hostel.
- (b) A record of his/her misconduct will be made in the personal file.
- (c) The cost of damage will be fully recovered from him / her together with penalty.
- (d) He/she will also be fined commensurate with the offense.
- (e) The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
- (f) No recommendations will be given to him / her for studies abroad.

5.18 Any student found hosting/harboring an offender will be also liable to the punishments mentioned in rule 5.17.

A 79

5.19 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

6. GUESTS

6.1 A guest of a resident may be permitted, with the prior approval by the Hostel warden with information to Hostel provost, to stay in hostel or not more than a week on payment of the necessary charges, as fixed by the Hostel management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.

6.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

6.3 No overnight guests are permitted in a student's room without permission of the Hostel warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

6.4 The guest will be provided with dining facilities with prior permission from the Hostel warden on payment basis as fixed by the Hostel management committee.

7. VISITORS

7.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the Hostel warden.

7.2 The visit of men to the women's hostel and vice versa is restricted.

7.3 No visitor and guest are allowed in the students rooms for staying.

8. USE OF APPLIANCES

8.1 The use of electrical appliances such as electric stove / heaters are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine of Rs. 2000/- (Rupees Two thousand only) or as decided by the Hostel management committee (whichever is more) will also be imposed

8.2 The uses of audio/video systems which may cause inconvenience to other occupants are not allowed.

8.3 When the student(s) go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

9. COLLECTIVE RESPONSIBILITIES

9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

9.3 Residents will be personally responsible for the safety of their belongings.

9.4 Residents are required to obey all traffic rules inside the campus.

9.5 Residents are duty bound to report to the Hostel warden/ Hostel provost / Dean (Students affair) in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

9.6 Residents are required to park the cycles/vehicles only in the space provided for them in an orderly manner. **No cycles/vehicles should be parked at the entrance or in the corridors.**

9.7 Use of powered vehicles by students is been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.

9.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.

9.9 Students should not arrange for any picnic outside without specific permission of the Dean (Students affair) / Hostel provost / Hostel warden.

9.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.

9.11 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as laptop, mobile phone, etc. and lock the room even when they are out for a short period.

9.12 Any case of theft should be reported promptly to the Security officer and also must be brought to the notice of Hostel warden.

9.13 The jurisdiction of NIT is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

A 81

9.14 Students in their own interest moving out of the hostel/institute for personal reasons should well plan their day since there is not enough public vehicles for transportation at extreme hours of the day.

9.15 Night stay outside the institute/hostel premises must be strictly be avoided.

9.16 Students may avoid visiting hotels or any other places unfamiliar to them in the city, especially at night.

9.17 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.

9.18 National Institute of Technology, Arunachal Pradesh will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

10. HOSTEL FEES FOR UG AND PG STUDENTS

Will be updated at the beginning of the each semester as per the rules of institute/MHRD and will be binding on the students.

11. MESS RULES (ANNEXURE-IV and VI)

11.1 No student is allowed to stay in the hostel without being a member of any of the messes.

11.2 Once a student joins a mess, he/she shall be deemed to have become a permanent member of that mess throughout the semester. No change of mess is permissible during the semester.

11.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess as assigned to him by the authorities and will be charged accordingly.

11.4 Absence from joining the mess will be permitted only by the Dean(SA) via the Hostel provost on request for valid reasons, for maximum period of 7 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained from the Hostel provost and intimated at least 20 (Twenty) days prior to the absence.

11.5 Students should sign the Mess joining register kept in the messes/Hostel warden at the time of their joining the mess.

11.6 Students should sign the Mess leaving register kept in the messes/Hostel warden whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

A 82

11.7 Students are not permitted to dine in the mess without signing the joining register or after signing the leaving register.

11.8 The mess timings are as follows and the students should strictly adhere to these timings (subject to change as and when the need arises):

Breakfast : 7.00 a.m. to 8.00 a.m.

Lunch : 12.00 noon to 2.00 p.m (under shift system).

Snacks : 5.30 p.m. to 6.30 p.m.

Dinner : 8.00 p.m. to 9.00 p.m.

11.9 The mess rates will be calculated on the basis indicated by HMC.

11.10 Students can entertain their guests with applicable charges. However, as a special case, they can entertain their parents as guests in their respective messes on prior intimation and on production of guest tokens. Students are not permitted to dine in any mess as self guest.

11.11 The guest rates will be as per the charges calculated by the Hostel management committee

11.12 Mess reduction is admissible to the residents of hostels on the following grounds:

(a) Approved study holidays and semester vacation declared by The Director, NITAP.

(b) Periods duly recommended by the Head of the department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.

(c) Periods availed by students for attending interviews and In-plant training on the recommendation of the course in-charge/HOD of Training and Placement.

(d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

(e) In case of (a) (b) (c) the requisition must be made atleast 7 days prior to the assigned duties.

11.13 Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Hostel warden. An acknowledgment may be obtained from the Hostel provost for having applied for mess reduction.

11.14 In addition, students applying for mess reduction should also sign the Mess leaving register kept in the messes at the time of their leaving the mess.

A83

11.15 Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel warden/caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess reduction.

11.16 Students proceeding on Medical leave from the campus should produce the Medical certificate issued by the institute Medical officer at the time of their leaving.

11.17 In case of sudden illness, information on leaving the mess should be made available to the Hostel office immediately and the application for mess reduction should be submitted within the next 3 days.

11.18 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Hostel manager by email to Hostel warden/Hostel provost before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.

11.19 No student can claim mess reduction unless he/ she had intimated his/her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/her leaving the mess.

11.20 Students will be entitled for mess reduction only for N-4 days where N is the total number of days absent from the mess.

11.21 At the time of joining the mess after availing mess reduction, the students should sign the Joining register kept in the messes.

11.22 Students other than the Mess committee members are not permitted to enter the kitchen or store room of the mess on any account

11.23 Students are not permitted to cook any food on their own accord in the messes or in their rooms.

11.24 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

11.25 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the institute Medical officer to the effect that the students' condition requires the food to be served in their rooms.

11.26 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.

11.27 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.

A84

11.28 All diners shall interact with the mess staff in the dining hall in a courteous manner.

11.29 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

11.30 All diners shall produce ID card and Mess card to dine every time in the mess.

11.31 If any diner is medically ill and requires a special diet (e g. Oil-less food) he / she can request the Hostel warden to arrange for the same at the mess.

11.32 Students should not bring any pet animals into the mess halls or encourage such practice.

12. RIGHTS OF HOSTEL MANAGEMENT COMMITTEE

12.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel management committee. If the student is found guilty, then the Hostel management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

12.2 The Hostel management committee reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards/websites/emails.

**HELP US KEEP OUR CAMPUS
CLEAN AND GREEN
SWACH NITAP**

A85

ANNEXURE-I

(Use back of the sheet if necessary)

(TO BE SUBMITTED TO THE HOSTEL WARDENS AT THE TIME OF JOINING THE INSTITUTE HOSTELS BY THE STUDENT)

Office use	File No.	Office use	Hostel				
1.	Name of the Student	2.	Photo with sign over it:	3. Vegetarian/Non-Vegetarian/ South/North/ East/West:			
	Gender						
	DOB						
	Age as on September, 30 (current year):						
4.	Branch	5.	Hostel allotted with Room number				
6.	Roll No. (if allotted)	7.	Registration no. (if available)				
8.	Address for correspondence:	9.	Address (Permanent):				
10.	Email id of the Parent(s) (Compulsory): (Office) : (Personal/Residential):	11.	Mobile/Phone number of the Parent(s)(Compulsory): (Office) : (Personal/Residential):				
12.	Name, Relationship with the student, Address, mobile/phone number of the Gaurdian(if applicable): (Office) : (Personal/Residential): Parent's Signature:						
13.	Name of the exam qualified and Rank:			14.	Any other Information:		
	AIR	GEN	OBC			SC/ST	DA/PH
	ANY OTHER						
15.	Sign of Parents/Guardian:			16.	Sign of Student:		
					Email		
17.	Remarks by Caretaker (CT)/HW/HP:				Mobile		
					CT Sign		
					HP Sign		

A86

ANNEXURE-II

DETAILS OF THE MATERIALS PROVIDED BY THE INSTITUTE IN HOSTEL

(TO BE SUBMITTED TO THE HOSTEL WARDENS ONCE THE ROOM IS ALLOTTED AND TAKEN OVER BY THE STUDENT)

Name of the student with Roll number/Registration number		Room number with Hostel Name	
Branch		Email /Mobile	

S.No	Name of Items provided with numbers	Conditions of the items (If not proper, specify)	Remark (By Caretaker)
1.	Bulbs		
2.	Fans		
3.	Cots		
4.	Chairs		
5.	Mattresses		
6.	Tubelight		
7.	Mosquito stand		
8.	Sockets		
9.	Switch board		
10.	Switches		
11.	Regulator		
12.			
13.			
14.			
15.			
16.			

DECLARATION

I with Roll number/Registration Numberof.....

.....branch have received the items from the hostel management with proper working conditions as stated/indicated above. I am fully aware that any damage to the materials provided above will invite penalty upto replacing the items out of my own expenses and/or as indicated by the authority and/or even initiating an inquiry.

(Signature with Date)

(Caretaker)

(Hostel Warden)

A87

ANNEXURE-III
HOSTEL VACATING FORM

AFTER COMPLETING THE FORMALITIES ONE COPY EACH TO BE SUBMITTED TO THE HOSTEL WARDEN, HOSTEL PROVOST AND DEAN(SA), NITAP

NAME OF THE STUDENT ROLL NUMBER/REGISTRATION NUMBER, EMAIL, PHONE NUMBER			SIGNATURE OF THE STUDENT WITH DATE
REASONS FOR VACATING THE HOSTEL (PLEASE ATTACH RELEVANT CERTIFICATES, PHOTO COPIES ALONG WITH THIS FORM)			
SIGNATURE OF THE HEAD OF THE DEPARTMENT WITH VALID REASON FOR ALLOWING THE STUDENT TO VACATE AND NOTIFY THE DIRECTOR, NITAP OF THE SAME AND OBTAIN HIS CONSENT			HOD SEAL WITH DATE
SIGNATURE OF THE CARETAKER AFTER VERIFICATION OF THE WORKING CONDITIONS OF ITEMS IN THE ROOM			HOSTEL SEAL WITH DATE
SIGNATURE OF THE HOSTEL WARDEN AFTER REMOVING THE ROLLS FROM THE RELEVANT HOSTEL FILE AND MESS		VACATED ON:	HOSTEL SEAL WITH DATE
SIGNATURE OF HOSTEL PROVOST, NITAP (FOR ANY OTHER RELEVANT ISSUES LIKE FINE ETC)			HOSTEL PROVOST SEAL WITH DATE
SIGNATURE OF THE DEAN(SA), NITAP (TO NOTIFY THE AUTHORITY OSD, THE DIRECTOR, NITAP) AND SEE THAT THE COPIES ARE SUBMITTED TO HW AND HP.			OFFICE OF THE DEAN (SA), NITAP SEAL WITH DATE
SIGNATURE OF THE OSD, NITAP FOR FURTHER PROCESS AND RECORDS			SIGNATURE OF THE OSD, NITAP

A88

ANNEXURE-IV

MESS REDUCTION REQUISITION

(TO BE SUBMITTED TO THE HOSTEL PROVOST/MESS INCHARGE)

Iwith registration number/roll number.....
residing in room numberof.....hall of residence, NITAP
request you to kindly reduce the mess fees fromtoas I
was
.....(state the reason with relevant certificates/documents/permission letters)
on this dates.

(Student sign with date) (Caretaker) (Hostel warden) (Hostel provost/Mess incharge)

Office use: (Approved/Rejected/Remarks, if any)

A89

ANNEXURE-V
NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH.
HOSTEL COMPLAINT FORM

HOSTEL NAME AND ROOM NUMBER :

DATE OF COMPLAINT : REGISTERED IN (FILE NAME) :	STUDENT NAME : MOBILE NUMBER :
TIME OF AVAILABILITY : 1. (MIN. FOUR CHOICE) 2. (WITH THREE DAYS GAP) 3. 4. ANY OTHER TIME _____ (5) (IF NOT AVAILABLE HANDOVER THE KEY TO SECURITY WITH ROOM NUMBER PASTED ON THE KEY) NATURE OF COMPLAIN : PLEASE USE BACK SIDE ALSO	ATTENDED OR NOT : REASON FOR NOT ATTENDING : SIGN OF ELECTRICIAN OR PLUMBER WITH DATE : (I HAVE SEEN THE BACK OF THE FORM ALSO)
STUDENT NAME AND SIGN:	HOSTEL REPRESENTATIVE NAME AND SIGN:
HOSTEL WARDEN SIGN:	DEAN(SA) SIGN:

NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH.
HOSTEL COMPLAINT FORM

HOSTEL NAME AND ROOM NUMBER :

DATE OF COMPLAINT : REGISTERED IN (FILE NAME) :	HOSTEL NAME AND ROOM NUMBER : STUDENT NAME MOBILE NUMBER :
TIME OF AVAILABILITY : 1. (MIN. FOUR CHOICE) 2. (WITH THREE DAYS GAP) 3. 4. ANY OTHER TIME _____ (5) (IF NOT AVAILABLE HANDOVER THE KEY TO SECURITY WITH ROOM NUMBER PASTED ON THE KEY) NATURE OF COMPLAIN : PLEASE USE BACK SIDE ALSO	ATTENDED OR NOT : REASON FOR NOT ATTENDING : SIGN OF ELECTRICIAN OR PLUMBER WITH DATE : (I HAVE SEEN THE BACK OF THE FORM ALSO)
STUDENT NAME AND SIGN:	HOSTEL REPRESENTATIVE NAME AND SIGN:
HOSTEL WARDEN SIGN:	DEAN(SA) SIGN:

A90

REMARK

REMARK

A91

ANNEXURE-VI

GUEST STAY REQUEST WITH DINNING FACILITIES

(TO BE SUBMITTED TO THE HOSTEL PROVOST/MESS INCHARGE)

(The request to be made at least 4 days prior to stay)

Iwith registration number/roll number.....

residing in room numberof.....hall of residence, NITAP

request you to kindly allow Mr./Mrs./Miss..... who is
my.....from.....to.....to stay/dine/stay
and dine in the mess with applicable charges

(Student sign with date) (Caretaker) (Hostel warden) (Hostel provost/Mess in-charge)

Office use: (Approved/Rejected/Remarks, if any)

A92