



# राष्ट्रीय प्रौद्योगिकी संस्थान आंध्र प्रदेश NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

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

No: NITANP/SHTL/1<sup>st</sup> B.Tech Admissions/2023-24/142

Date: 08.08.2023

## **CIRCULAR**

Sub: Hostel accommodation for 1<sup>st</sup> Year B.Tech. students of A.Y 2023-24 - Reg.  
Ref: NITANP/SASS/ADM/2023/1209, Dt.25.07.2023 of Dean (AA), NIT Andhra Pradesh.

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Vide reference cited above, the competent authority has granted approval to offer hostel accommodation for 1<sup>st</sup> year B.Tech. students during the academic year 2023-24. It is essential to maintain strict adherence to the rules and regulations framed by the hostel management NIT Andhra Pradesh.

In this regard, students who wish to avail the hostel facilities for the odd semester of academic year 2023-24 are required to visit the hostel office in person on the designated dates, namely 16<sup>th</sup>- 21<sup>st</sup>, August 2023, as mentioned in the admissions notice referenced above. The fee details for availing the hostel facility are as follows:

S.No	Details of Fee	Fee
1.	Hostel Accommodation charges	₹. 4,000/-
2.	Service Charges	₹. 5,000/-
3.	Hostel Caution Deposit (Refundable)	₹. 4,000/-
4.	Mess Admission Fee	₹. 2,000/-
5.	Mess Advance *	₹. 21,000/-
6.	Mess security Deposit (Refundable)	₹. 4,000/-
<b>Total:</b>		<b>₹. 40,000/-</b>

### **Note:**

- \* The estimated mess charges per semester are calculated from 16<sup>th</sup> August 2023 to 31<sup>st</sup> December 2023. It is important to note that the actual cost may vary based on the mess menu during this period. Any excess amount or deficit resulting from the mess advance paid by the student will be adjusted against the hostel fee for the following semester.
- However, if a student decides to vacate the hostel or cancels their hostel admission in-between the semester, the hostel maintenance charges will not be refunded. This policy applies irrespective of the duration of stay within the semester.
- No Hostel accommodation will be provided to the student's accompanying persons.

### **Procedure For Payment of Fees using State Bank i-Collect Facility:**

- The payment of fees must be made using the state bank collect facility, accessible through the following link: <https://www.onlinesbi.sbi/sbicollect>. Please note that other modes of transactions, such as Cash, DD (Demand Draft), Banker's cheque, NEFT etc., will not be accepted for the payment of hostel fee.

(P.T.O.)



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- ii. Students can proceed with the hostel fee payment through the i-Collect portal starting from 14<sup>th</sup> August 2023 onwards. It is advisable to make the payment within the stipulated time to ensure a smooth process for availing the hostel facilities during the academic year 2023-24.
- iii. Procedure for payment of hostel fee as detailed below.
  - **Go to link:** <https://www.onlinesbi.sbi/sbicollect>
  - **Select** "Educational Institutions"
  - **Select State** – Andhra Pradesh
  - Go – **Drop down** – Select "NIT AP Fee A/c"
  - **Submit**
  - Select Payment Category – "B.Tech 1<sup>st</sup> year odd sem hostel fee of AY 23-24"
  - Fill the details (Special characters are not allowed in filling the details)
  - Proceed.
- iv. Once the payment is successfully made through the state bank collect facility, an e-receipt will be generated in PDF format. This e-Receipt will contain a unique reference number that is essential for the hostel registration process. Students are required to present this e-receipt, along with the duly filled hostel application form (attached herewith), during the time of hostel registration. By providing the e-Receipt and the completed hostel application form, students can complete the registration process smoothly and secure their accommodation in the hostel for the academic year 2023-24. Please ensure to keep the e-receipt safe and readily accessible for the registration procedure.
- v. The institute is not responsible for any wrong payments/double payments.
- vi. The following documents should be submitted by each student for getting hostel registration.
  - Hostel admission application forms (attached herewith)
  - Aadhaar card photostat copies (student & parents/guardian)
  - Hostel fee receipt
  - 2 passport size photos & 1 stamp size photo (for mess ID card)
  - Seat Allotment order (photostat copy)

This circular is issued with the approval of Competent Authority.

Note:- Please make sure to review and understand these terms before availing of the hostel facility for the upcoming semester. If you have any further questions or concerns, feel free to inquire at the hostel office during the specified reporting dates.

**Sd/-**  
**Chief Warden**  
**Hostels, NIT Andhra Pradesh**

Copy to: The Registrar (i/c), NIT Andhra Pradesh for information  
PS to Hon'ble Director, NIT Andhra Pradesh for kind information to the Hon'ble Director, NIT Andhra Pradesh  
All the Deans, NIT Andhra Pradesh for information  
All the HoD's, NIT Andhra Pradesh for information  
Medical Officer/Security Officer, NIT Andhra Pradesh for information  
Sf/Sc



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#### **CHECKLIST TO COMPLETE THE HOSTEL REGISTRATION**

1. Printout the attached application fill the required fields
2. Bring three passport size photographs
3. Enclosed student aadhar card & parent aadhar card (photostat copies)
4. Fee payment receipt (hostel fee)
5. Seat allotment order copy (photostat)

All the students should get ready with the above mentioned documents for availing hostel accommodation in NIT AP.



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**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**  
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**

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**

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



**AFFIDAVIT BY THE STUDENT (Anti-Ragging)**

(To be submitted to the Hostel authority)

I.....S/o/D/o.....  
..... have carefully read and fully understood the law prohibiting ragging and the directions of the Honorable Supreme Court and Central/ State Government in this regard.

I hereby undertake that: -

- I shall not indulge in any misbehavior or an act that may come under the definition of Ragging.
- I shall not participate in or abet or propagate ragging in any form in and outside the institute.
- I shall not hurt anyone physically or psychologically or cause any harm to others.
- I shall take proper permission from the Hostel Warden/Assistant Warden whenever I have to go out of the Tadepalligudem town.
- I shall not visit dangerous places and shall never venture out to take bath in any river following near the Tadepalligudem town or other places during the complete course.
- I shall not take hard drink in the Hostel and shall not come in an inebriated condition to the hostel.
- I shall not smoke in the hostel, within Institute campus/ public places.
- I shall not go to press without prior permission of hostel authority.
- If I am caught violating any hostel rule, I may be expelled from the hostel without any warning and enquiry. At the same time disciplinary action may also be initiated against me at the Institute level.

I hereby agree that if I am found guilty in any aspect of ragging or violating any one of the above statements, I may be punished as per the provisions and/or as per the law in force.

Signed on this day of ..... month of ..... year  
.....

**Signature** .....

Correspondence Address:





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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 .....