

**PROCEDURE FOR ROOM ALLOTMENT IN RAMANUJAN HOSTEL**  
**(FOR FIRST YEAR MALE STUDENTS)**

- APPLICATIONS FOR HOSTEL ADMISSION WILL BE ACCEPTED ONLY FROM OUTSIDE DELHI CATEGORY AND PHYSICALLY HANDICAPPED STUDENTS ON THE REGISTRATION DAY ITSELF.
- DELHI CATEGORY STUDENTS WILL BE ALLOTTED ROOMS AS PER THE ATTACHED SCHEDULE.

**NOTE :-**

1. Students should submit the duly filled up hostel allotment form (available in hostel office / website) along with the required documents in the hostel office latest by 1.00 pm on THE DATE OF HOSTEL ADMISSION.
2. Students will be issued an acknowledgement slip if all the documents are complete.
3. Students may deposit the hostel fees in ANDHRA BANK (in the basement of main Institute building, *(fee challan are available in hostel office)* and submit the fee receipts in the hostel office latest by 1.30 pm on THE DATE OF HOSTEL ADMISSION.
4. Rooms will be allotted between 3.30pm – 5.00pm ON THE DATE OF HOSTEL ADMISSION.
5. Rooms will be allotted by lottery only. No special requests will be entertained, except for handicap students.

**Following documents are required at the time of room allotment :-**

1. BE Admission Slip.
2. NSIT Fee Slip
3. Following fee receipts are required (You may collect fee challan from hostel office)
  - a. Rs 31,000/- in NSIT account (in SBI) and
  - b. Rs 12,500/- in Hostel Mess account (in Andhra Bank)  
(A/C NO. 133010100004881)
4. 5 photos (Two stamp size and Three passport size)
5. Photocopy of Parent's I-card (for parent's signature verification).
6. Photocopy of Local guardian's I-card (for local guardian's signature verification). This is mandatory for outside Delhi students.
7. Latest address proof :- Telephone/electricity bill/Bank Pass Book(after January 2015).
8. Proof of Transfer/Hostel residence (in school) and proof of outside Delhi address (Mandatory for transfer cases)

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY  
AZAD HIND FAUJ MARG, SECTOR – 3  
DWARKA, NEW DELHI-110078**

**SCHEDULE FOR ROOM ALLOTMENT IN RAMANUJAN HOSTEL  
(FOR FIRST YEAR STUDENTS)**

Sr. No.	Category of Students	Date of Hostel admission
1	OUTSIDE DELHI CATEGORY PHISICALLY HANDICAPPED (PH/OSC/OST/OOB/OOP/OKM/ODC/OPH/OOP )	31/07/2015
2	DELHI CATEGORY STUDENTS RESIDING IN NOIDA/FARIDABAD/GURGAON/BAHADURGARH ETC.	03/08/2015
3	ALL OTHER STUDENTS FAR (distance > 20km from NSIT)	05/08/2015
4	ALL OTHER STUDENTS (NEAR) (depending on the availability of seat)	07/08/2015

(Dr. S. P. Singh)  
Warden Ramanujan Hostel

Application No:\_\_\_\_\_ (For Office Use)



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**  
**AZAD HIND FAUJ MARG, SECTOR – 3**  
**DWARKA, NEW DELHI-110078**

**Ramanujan Hostel**

**HOSTEL REQUISITION FORM**

Photograph

NAME .....

MOBILE NO. and Mail Id of Student .....

ROLL NO. ....

BRANCH .....

CATEGORY Kashmiri Migrants (KM) / Defense (DC) / Physically Challenged (PH)

DSC/DST/DOB/DKM/DDC/DPH/DOP OSC/OST/OOB/OOP/OKM/ODC/OPH/OOP

YEAR .....

SEMESTER .....

RESIDENTIAL ADDRESS .....

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

LAND LINE PHONE NO. ....

DISTANCE FROM NSIT ..... (In Km)

Date:

(SIGNATURE OF STUDENT)

\_\_\_\_\_

**Acknowledgement Slip**

Name : \_\_\_\_\_

Roll No.: \_\_\_\_\_ Branch: \_\_\_\_\_

Date of Submission of Application: \_\_\_\_\_

(Signature of Warden)



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY  
AZAD HIND FAUJ MARG, SECTOR – 3  
DWARKA, NEW DELHI-110078**

**Ramanujan Hostel**

Photograph

**STUDENT RECORD FORM**  
**(To be submitted at the time of Hostel admission)**

1. NAME .....
2. ROLL NO. ....
3. ROOM NO .....  
4. BRANCH .....
5. CATEGORY    Kashmiri Migrants (KM)/Defense (DC)/Physically Challenged (PH)  
DSC/DST/DOB/DKM/DDC/DPH/DOP    OSC/OST/OOB/OOP/OKM/ODC/OPH/OO
6. SEMESTER/ YEAR: .....
7. BLOOD GROUP: .....
8. MOBILE NO., E-Mail ID of Student .....
9. NAME ADDRESS AND TELEPHONE NUMBER OF

Particulars	MOTHER	FATHER	LOCAL GUARDIAN
Name			
Phone No.			
Mail ID			
Address			

10. Mention any chronic illness/medical problem that may need urgent medical attention  
.....  
.....

***We hereby state that all the information given above is true to the best of our knowledge.***

SIGNATURE OF STUDENT

SIGNATURE OF LOCAL GUARDIAN

SIGNATURE OF PARENT

# UNDERTAKING

I,.....SON/Ward of  
Mr/Mrs.....Roll.No.....  
Room No.....hereby give an undertaking that

1. I understand that the institute will not be responsible for any mishappening outside the institute premises.
2. I understand that I will take care of my belongings and the institute will not be responsible for any theft in my hostel room.
3. I have received a copy of the hostel rules and will abide by them.
4. I am also aware of the fact that at any stage, if I am found violating the above undertaking, the hostel authorities of NSIT, New Delhi may take suitable action that includes cancellation of hostel accommodation with immediate effect and even expelling me from the institute.

(Signature of Student)



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY  
AZAD HIND FAUJ MARG, SECTOR – 3  
DWARKA, NEW DELHI-110078**

**Ramanujan Hostel**

Photograph

**STUDENT RECORD FORM (DUPLICATE)  
(To be submitted at the time of Hostel admission)**

1. NAME .....
2. ROLL NO. ....
3. ROOM NO .....  
4. BRANCH .....
5. CATEGORY    Kashmiri Migrants (KM)/Defense (DC)/Physically Challenged (PH)  
DSC/DST/DOB/DKM/DDC/DPH/DOP    OSC/OST/OOB/OOP/OKM/ODC/OPH/OO
6. SEMESTER/ YEAR: .....
7. BLOOD GROUP: .....
8. MOBILE NO., E-Mail ID of Student .....
10. NAME ADDRESS AND TELEPHONE NUMBER OF

Particulars	MOTHER	FATHER	LOCAL GUARDIAN
Name			
Phone No.			
Mail ID			
Address			

10. Mention any chronic illness/medical problem that may need urgent medical attention  
.....  
.....

***We hereby state that all the information given above is true to the best of our knowledge.***

SIGNATURE OF STUDENT

SIGNATURE OF LOCAL GUARDIAN

SIGNATURE OF PARENT

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**  
**AZAD HIND FAUJ MARG, SECTOR – 3**  
**DWARKA, NEW DELHI-110078**

**Ramanujan Hostel**

**STUDENT RECORD FORM**

**(To be submitted at the time of Hostel admission)**

NAME .....

ROLL NO. ....BRANCH.....

**1. BLOOD DONATION**

In case of emergency are you willing to donate blood Yes ☐ No ☐

If Yes **BLOOD GROUP.....**

**CONTACT No.....**

**2. SPORTS: Which sports (indoor/outdoor) are you interested**

i.

ii.

iii.

**3. CULTURAL: Are you interested in participating in**

i.	Dance	Yes	No
ii.	Vocal	Yes	No
iii.	Instrumental	Yes	No
iv.	Dramatic	Yes	No

**4. FINE ART** Yes No

**5. Any other extra curricular activity which is of your interest**

(Signature of Student)

# RAMANUJAN HOSTEL, NSIT, NEW DELHI – 110078

(To be filled at time of Hostel Admission by Office )

Name: \_\_\_\_\_ Roll No. : \_\_\_\_\_ Branch: \_\_\_\_\_

Hostel Admission Category

1. Outside Delhi      2. Transfer/Hostel Case      3. NCR      4. Delhi (FAR)      5. Delhi (NEAR)

## **CHECKLIST**

### **A. Check List: At the time of submission of Hostel Requisition Form**

Date of Submission of Application: \_\_\_\_\_

- |  |                          |
|--|--------------------------|
| 1. NSIT fee receipt.   | <input type="checkbox"/> |
| 2. NSIT Admission Confirmation Slip  | <input type="checkbox"/> |
| 3. 5 photos ( 2 stamp size and 3 passport sizes )  | <input type="checkbox"/> |
| 4. Signature of Parent and Proof of signature of Parent.   | <input type="checkbox"/> |
| 5. Signature of Local Guardian and Proof of signature of local guardian<br>( Mandatory for Category 1 and 2 )        | <input type="checkbox"/> |
| 6. Proof of Residential Address.   | <input type="checkbox"/> |
| 7. Proof of Transfer/Hostel residence (in school) and proof of outside Delhi address<br>( Mandatory for category 2 ) | <input type="checkbox"/> |

Checked by : \_\_\_\_\_

### **B. At the time of Hostel Admission**

- |  |                          |
|--|--------------------------|
| 1. Date of Hostel fee receipt submission : _____ |                          |
| 2. Rs. 31,000/- Hostel fee receipt.              | <input type="checkbox"/> |
| 3. Rs. 12,500/- Mess/Corpus fee receipt          | <input type="checkbox"/> |

Checked by : \_\_\_\_\_

Date of Hostel Allotment : \_\_\_\_\_

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### **Acknowledgement Slip**

Name : \_\_\_\_\_

Roll No.: \_\_\_\_\_ Branch: \_\_\_\_\_

Date of Submission of Application: \_\_\_\_\_

(Signature of Warden)