



Hall Management Centre Indian Institute of Technology Kharagpur

HALL REGISTRATION

*(Affix your
passport size
photograph)*

Name of the Hall Allotted:

Room No.:*(to be filled by Hall Office)*
(to be filled up by the Boarder)

1. Name in full (in upper case letters):.....
2. Institute Roll No. Gender
3. Course of study (B.Tech. /DD/ BSc-B.Ed. / M.Sc. /M.Tech. / Ph.D. etc.):
4. Department / Centre/ School:.....
5. Email:.....
6. Mobile No:..... Blood Group
7. Pre-existing medical, social or emotional conditions you would like us to be aware of (Yes/No)? If Yes, please specify this:
.....
8. Father/Guardian's Name and Mobile No.:
9. Father/Guardian's Email:
10. Permanent Residential Address:
-Pin Code.....
- Police Station..... Dist.....
11. Name and Mobile No. of contact person for any emergency:.....
12. Local Guardian's (if any) Name, Address and Contact No.:.....
.....
13. Your food choice (tick mark): Vegetarian..... / Non-Vegetarian.....
14. Remarks (if any):

The above information given are correct. Any change in the above information during the course of the study, will be informed by me to the Hall office immediately.



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Conduct Rules

1. I shall obey in word and spirit the Rules and Regulations for the Halls of Residence (HMC Rules & Regulations) and any amendments thereof (<https://www.iitkgp.ac.in/navpage/student>).
2. I will provide/update correct contacts (cell number and mail ID) of myself and my Father/Guardian and I will save all important and emergency contacts in my mobile phone.
3. I will not claim the allotted accommodation in a specific Hall/Room as a matter of right. I will cooperate with the Hall administration for change of my allotted Hall/Room as and when required.
4. I will not change my allotted Hall/Room without permission from the authority.
5. I will not keep any banned substance in my room. I will report the Hall authority immediately if any such substance found in my room.
6. I understand that no relatives or outsiders are allowed to stay in the allotted Hall room. Any such visit will be seen as a serious misconduct, inviting disciplinary action.
7. I shall preserve, tend and safeguard the property of the Hall, and shall not knowingly or otherwise destroy, damage, or deface Hall property.
8. I shall keep my room and the common places of the Hall clean and unsoiled at all times and will make it available for inspection as and when required.
9. I shall pay the charges for additional facility i.e. Air-conditioning in personal room/common rooms in the Hall as fixed by the Institute.
10. I understand that prior permission has to be obtained from the competent authority to go outside the Institute for academic or other engagement, and the period of absence to be communicated to the Hall office. In case I leave the Institute without prior permission, Institute can initiate the disciplinary action against me and Institute authorities are not responsible for my safety.
11. In the event, I want to take a leave to visit hometown or other places during the semester period, I will submit the "Leave Approval" form in the Hall office before leaving the Institute. I will be solely responsible for my safety and protection during my departure and return to the Institute.
12. In the event, I want to stay in campus during Vacation for academic or other engagement in the Institute, I will submit the "Vacation Stay" form in the Hall office with approval from the authority. Unauthorized stay during vacation is a serious misconduct, inviting disciplinary action.
13. I will maintain cordial & harmonious relation with all groups, individual and authorities in the campus. Discrimination based on religion, caste, ethnicity, race, gender, sexual orientation, or any other protected characteristics is strictly prohibited within Hall premises and Institute.
14. I understand that use of any addictive substance like tobacco, alcohol, narcotic or habit forming drugs, etc., is prohibited in the Hall/Institute. I will be liable for any disciplinary action for indulgence in such activities, viz., smoking, consumption of alcoholic drinks or any other intoxicating substance in the Hall and Institute premises and found under its influence at any point of time/place during my stay in the Institute.
15. I understand that ragging and sexual harassment are banned and are offenses. Any involvement will lead to disciplinary action as per the Law of the Land/Institute guidelines.

Undertaking:

I _____ (Roll No: _____), a resident of _____ Hall (Room No. _____) Undertake to abide by all the above rules and regulations set forth by the Hall administration. I acknowledge that failure to adhere to the rules and regulations of the Hall may result in disciplinary action by concerned authorities, including but not limited to warnings, financial penalties, suspension of Hall privileges, or termination of my residency. I hereby declare that I have read and understood the rules and regulations provided by the Hall administration, and I voluntarily undertake to follow them throughout my stay in the Hall.

Date:.....

Signature of the Boarder

Signature of the Parents / Guardian