NOTIFICATION FOR 1ST YEAR 1ST SEMESTER B.TECH. STUDENTS (AY : 2025-2026) ALLOTMENT OF HOSTEL ACCOMMODATION AND REPORTING FOR CLASS COMMENCEMENT : 14-09-2025 (SUNDAY) [10 AM TO 4PM]

Dear Students,

On behalf of **Haldia Institute of Technology,** I extend to you a warm welcome and best wishes as you commence your academic journey with us. You have chosen one of the **premier and oldest Institutes of Engineering and Technology in the Eastern region of India with a legacy of 30 years,** and we are confident that your years here will be marked by both academic growth and personal development.

At HIT, your education will be guided by highly qualified faculty members and supported by dedicated staff, both within the academic departments and in the hostels. While the Institute endeavors to provide the best environment for your professional journey, your cooperation and compliance with the rules and regulations of the Institute are mandatory. In this regard, please note the following:

1. Academic Attendance

- As per statutory norms, you are required to maintain a **minimum of 75% attendance in each semester** in order to be eligible to appear for the University Examinations.

- Failure to meet this requirement shall automatically **disqualify you from examination eligibility,** without exception.

2. Conduct & Discipline

- You are bound to adhere to all **rules and regulations of the Institute and the hostel as notified from time to time.**

- Any violation of discipline—academic, administrative, or hostel-related—shall invite appropriate action by the competent authority, which may include suspension, cancellation of hostel facilities, or termination of admission, depending on the severity of the misconduct.

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30 YEARS OF EXCELLENCE

3. Fee Payment Obligations

All Institute and hostel fees are to be paid at the commencement of each semester, strictly within the deadlines notified by the Institute.

Non-compliance shall attract the following consequences:

- Late Fee/Penalty: Imposition of fines as per the rules of the Institute.

- Academic Restrictions: Prohibition from attending classes, class tests, and examinations until dues are cleared.

- Placement & Facility Restrictions: Debarment from placement opportunities, participation in academic or co-curricular activities, and denial of administrative facilities if fees remain unpaid or disciplinary complaints are substantiated.

- College has the right to modify the Fees payment guidelines and revise the payment and timeline structure with prior notification of one month.

Mode of Payment

Hostel fee, caution deposit, and any associated charges shall be paid only through the official online payment portal of the Institute.

Payments through cash, personal account transfers, or third-party channels are strictly prohibited. Any such payment will be deemed invalid.

All payments must be made in a **single transaction** for the prescribed amount. Partial payments shall not be accepted, except where officially permitted by the **Completent Authority under an approved installment scheme.**

4. General Advisory

By enrolling at Haldia Institute of Technology, you and your guardians acknowledge and agree to abide by all academic, financial, and disciplinary norms of the Institute. The Institute reserves the right to **amend or revise regulations** in alignment with statutory guidelines, and such revisions shall be binding upon all students.

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30 YEARS OF EXCELLENCE

REPORTING FOR HOSTEL ALLOTMENT AND COMMENCEMENT OF CLASSES – B.TECH. (1ST YEAR, 1ST SEMESTER), A.Y. 2025–2026

All B.Tech. students admitted to the **First Year, First Semester** for the Academic Year **2025–2026** are hereby informed that **reporting for hostel allotment and commencement of classes** shall take place as per the following schedule:

- **Date: 14th September, 2025, Sunday (Hostel Reporting); Monday, 15th September 2025** (Commencement of class)

- **Time:** From **10:00 A.M. to 4 PM**

- **Venue:** Haldia Institute of Technology Campus

- **Followed by: Students' Induction Programme (SIP) and Orientation Programme (to be notified)**

COMPLIANCE GUIDELINES (MANDATORY FOR ALL STUDENTS)

1. Fee Payment Obligations

- All students are required to report **in person** on the above date and time.

- Attendance in the Students' Induction Programme (SIP) and Orientation Programme is compulsory, and absence without prior written approval from the competent authority will be treated as non-compliance.

2. Hostel Allotment

- Students who have opted for hostel accommodation must complete their hostel fee payment through the official online portal prior to reporting.

- **Hostel allotment will be made only upon production of the fee receipt** and other required documents (admission letter, medical fitness certificate, recent passport-size photographs, and ID proof).

- Any delay or failure to report may result in **forfeiture of hostel preference**, and the seat may be allotted to the next eligible student.

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3. Document Verification

Students must bring the following documents (in original and photocopy) for verification:

- **Admission Letter / Provisional Allotment Letter**
- **Fee Payment Receipts (Tuition + Hostel, as applicable)**
- Secondary (10th) and Higher Secondary (12th) Mark Sheets
- Migration Certificate (if applicable)
- Aadhaar Card / Valid ID Proof
- Failure to produce required documents may lead to withholding of hostel allotment and registration for classes until compliance is met.

4. Discipline & Conduct

- **Any involvement in alcohol, drugs, physical fighting, or ragging will result in immediate expulsion from hostel and institute, cancellation of admission, and possible police action under applicable laws.**

- Students shall abide by all **hostel and Institute rules from the date of reporting.**

- **Any act of indiscipline during induction/orientation or in the hostel premises will invite strict disciplinary action, including possible cancellation of hostel accommodation.**

5. Consequences of Non-Compliance

- **Non-reporting on the scheduled date without prior written approval shall be treated as a violation of admission obligations.**

- Students failing to report or complete registration within **seven (7) days from the commencement date may face cancellation of admission/hostel allotment, as deemed appropriate by the competent authority.**

Declaration

By reporting for hostel allotment and commencement of classes, every student and guardian shall be deemed to have accepted all terms and conditions of hostel residency, attendance requirements, and Institute discipline, as notified on time

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HOSTEL ALLOTMENT PROCEDURE AND GUIDELINES
ACADEMIC YEAR 2025–26

All B.Tech. 1st Year (1st Semester) students of **Haldia Institute of Technology** who have opted for hostel facilities are hereby informed of the following procedure and guidelines regarding hostel allotment, payment of fees, and code of conduct:

1. Hostel Allotment & Online Portal Access

- The process **of hostel opting, room selection, and payment** shall commence on **07.09.2025** through the official portal: http://student.hithaldia.in.

- Each student can select hostel accommodation and available rooms through this portal.

- Login credentials (login as existing student) have already been communicated via SMS to the registered mobile numbers of students who opted for hostel facilities at the time of admission.

2. Fee Structure & Payment Process

- The total fee payable for the **First Semester is ₹17,000/-,** which includes the **refundable Caution Money Deposit.**

- Payment shall be made exclusively through the online portal: http://student.hithaldia.in.

- Upon successful payment, students must download the **Hostel Allotment Letter** from the Dashboard option on the portal.

- **Hostel accommodation will be granted on 14.09.2025** only upon production **of the Hostel Allotment Letter** downloaded from the portal.

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3. Mandatory Compliance

- Students who have paid hostel fees must complete the online allotment procedure and download the Hostel Allotment Letter.

- Students who have not yet paid hostel fees must do so immediately and complete the online process within the notified period, failing which allotment shall not be confirmed.

- Hostel accommodation will not be provided without submission of the official Allotment Letter at the time of reporting.

4. Hostel Amenities Provided

Each resident student will be provided with the following amenities in the hostel:

- Cot – 1 No.
- Mattress – 1 No.
- Pillow – 1 No.
- Table – 1 No.
- Chair – 1 No.

Students may bring personal belongings such as mosquito net, bucket, mug, and other items for daily use, as per individual requirements.

5. Prohibited Items & Restrictions

- The use of **motorbikes/scooters, and electrical appliances (e.g., induction cookers, heaters, high-power devices) inside the hostels or campus is strictly prohibited.**

- Violation of this rule will attract **disciplinary action, including forfeiture of hostel facilities.**

6. Assistance

- For any technical or procedural assistance regarding hostel allotment and payment, students may contact the designated officials at:
Technical assistance Contact Nos.: **99334 10573, 87579 08666, 90642 68062**

7. Final Advisory

- Hostel allotment and continued residency are subject to compliance with Institute rules and regulations, including timely fee payment, discipline, and attendance. The Institute reserves the right to revise hostel rules/charges in accordance with regulatory norms and operational requirements.

- We look forward to extending the best possible facilities and services to you during your stay. We trust that your time at Haldia Institute of Technology will be academically enriching and personally fulfilling.

Prof.(Dr.)Tarun Kanti Jana
Principal,
Haldia Institute of Technology

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1. Mode of Payment

- Hostel fee, caution deposit, and any associated charges shall be paid only through the official online payment portal of the Institute.

- Payments through cash, personal account transfers, or third-party channels are strictly prohibited. Any such payment will be deemed invalid.

- All payments **must be made preferably in a single transaction** for the prescribed amount. Partial payments shall not be accepted, except where officially permitted by the **Competent Authority under an approved installment scheme.**

2. Caution Money

A refundable **Caution Money Deposit is mandatory for all hostel residents.**

The Caution Money shall be refunded only after the student has vacated the hostel, after completion of course subject to:

- Clearance of all dues.

- Satisfactory handover of hostel property without damage.

- Compliance with hostel rules and regulations during stay.

- Refunds will be made only through bank transfer to the student/parent's account and not in cash.

3. Hostel Fee & Revision Clause

- The hostel fee shall be payable annually in advance, unless otherwise notified.

- The Institute/ICARE reserves the **right to revise hostel charges** (including mess, electricity, maintenance, and allied services) from time to time in accordance with inflation, regulatory guidelines, and actual cost escalations.

- Any such revision will be duly notified in advance and shall be binding upon all hostel residents.

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4. Discipline & Conduct

- Any involvement in alcohol, drugs, physical fighting, or ragging will result in immediate expulsion from hostel and institute, cancellation of admission, and possible police action under applicable laws.

- All hostel residents are bound by the Hostel Discipline Rules framed by the Institute/Society. Any act of indiscipline, including but not limited to:

- Consumption of alcohol, drugs, or banned substances.

- Ragging in any form (punishable under the West Bengal Prohibition of Ragging Act, 2000 and UGC Regulations).

- Unauthorized absence from hostel or violation of in/out timing.

- Damage to hostel property or disturbance of peace. shall invite strict disciplinary action, including expulsion from the hostel and/or cancellation of admission.

- Residents are personally liable for damages caused by them, recoverable from their caution money or through direct billing.

5. Attendance & Academic Compliance

- Hostel residency is conditional upon maintaining minimum attendance requirements as prescribed by the affiliating University / AICTE norms.

- Any student falling short of attendance, or found habitually absent without permission, may forfeit hostel privileges.

- Hostel facility is provided solely for bonafide students attending classes and academic activities regularly.

6. Other Important Clauses

- Hostel allotment is non-transferable and is valid only for the allotted student.

- Visitors and guests are permitted strictly as per rules and timings notified by the Warden.

- The Society/Institute shall not be liable for loss/theft of personal belongings; residents are advised to take due care.

- Any dispute relating to hostel matters shall be subject to the jurisdiction of the competent courts at Haldia, West Bengal.

7. Declaration of Consent

- By making the hostel fee payment and accepting accommodation, the student and their parent/guardian are deemed to have accepted all terms and conditions contained in this notice, the Hostel Rules, and any subsequent amendments issued by the Institute/Society.

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