



# 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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## Indian Institute of Technology Kharagpur

### Conduct Rules

1. I shall obey in word and spirit the rules and regulations of the Halls of Residence and any amendments thereof. I shall at all times maintain the discipline and decorum of the Hall.
2. I will provide 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 change my allotted Hall/Room without permission from the authority.
4. 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.
5. I shall preserve, tend and safeguard the property of the Hall, and shall not knowingly or otherwise destroy, damage, or deface Hall property.
6. 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.
7. 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 penalty.
8. Warden/Hall authorities may inspect/enter any room, at any time to ensure that the students maintain discipline and cleanliness/hygiene and do not possess any banned substances.
9. I understand that prior permission has to be obtained from the competent authority to visit outside campus for bonafide purpose; I will be solely responsible for my safety and protection during my departure and return to the Institute. In case I leave the Hall/Institute without prior permission, Institute can initiate the disciplinary action against me and Institute authorities are not responsible for my safety.
10. In the event, when I take a leave (with permission) to visit hometown or other places, I will fill the station leaving form and be solely responsible for my safety and protection during my departure and return to the Institute.
11. 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 with approval from the competent authority and be solely responsible for my safety and protection.
12. I will maintain cordial & harmonious relation with all, groups, individual and authorities on 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.
13. 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 activity, 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 studies in the Institute.
14. I understand that ragging is banned and is an offense. Any involvement will lead to disciplinary action by the Institute.

### 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 Student*

*Signature of the Parent / Guardian*