

GUIDELINES FOR FRESH ALLOTEES OF HOSTEL

Official

1. After finding your name in allotment list arrange the following documents
 - i. Hostel allotment certificate issued by NCHMCT (for first semester only)
 - ii. 2 recent passport size photographs
 - iii. Copy of govt. Provided address proof and Photo ID
 - iv. Copy of . Provided address proof and Photo ID of parents/guardian
 - v. Online hostel fees payment receipt (for existing students)
 - vi. Duly filled in hostel allotment letter and hostel accommodation slip (can be downloaded from institute website)
2. Arrange the demand draft following the current notice given by IHM, Kolkata (for first semester only), existing students can make the payment online also.
3. Report to hostel warden by the stipulated time mentioned in current notice.

Others

1. While staying in hostel few things you may require, like
 - i. Single bed mattress
 - ii. Bed sheets
 - iii. Pillows
 - iv. Mosquito net
 - v. Pet bottles
 - vi. Nylon ropes
 - vii. 2 set of lock and key
 - viii. Plastic buckets
 - ix. Mug
 - x. Plate
 - xi. Glass
 - xii. Tea/coffee mug
 - xiii. Mosquito repellent
 - xiv. Essential medicines
2. Hostel authority advices you to keep your belonging and room to be always locked while you are not present there
3. Keep a soft copy back up (scanned and kept in online drive/mail) for future reference, submission for job/training, rather than keeping the original hard copy with you.
4. Hostel authority should always be updated with your/guardian's new contact number for emergencies.