



**S. V. NATIONAL INSTITUTE OF TECHNOLOGY,  
SURAT – 395 007**

**Date:18/10/2021**

**NOTICE**

Reference: The Gazette of India: extraordinary, Part II-Sec 3(i), page 28, Students' Hostels and Halls, National Institute of Technology Statutes

*Subject: About the change in the permanent address (within the Surat district) for the stay in lieu of the Hostel stay*

Considering the request of Students for the 'Change of the Address' and the gate pass requirement, the submission of the valid address proof is a pre-requirement. The proof substantiates "the permanent address of the 'address change' requestee is a part within the Surat District". A list of valid address proofs is the following.

**(1) On the Name of the Candidate**

(i) Passport (ii) Ration card (iii) Address card having photo issued by the Department of Post (iv) Certificate of identity having photo issued by the Gazetted Officer (v.) Disability ID Card/handicapped medical certificate issued by the respective state/UT Governments/Administrations.

**(2) On the name of the Parents**

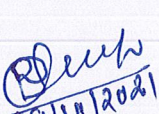
(i) Electricity bills on the name of the Parents and (ii) Transfer order of the Parents for the Surat district.

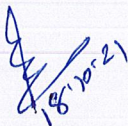
The aforesaid request would be submitted by Students to the concerned Course in-Charge with justifications that their changed address within the Surat district would offer convenience in the stay instead of the Hostel stay as well as would augment their programme study significantly.

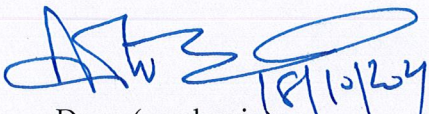
*Procedure*

The request would be processed via the concerned applicable in-Charge to the concerned Head of the Department to the Dean SW to the Dean (Academic) to the Director for the approval. The request would be remarked after the sequential evaluation by the concerned in-Charges in-channel and the procedure would be done as it stands requisite for the request.

This has the approval of the Chairman Senate.

  
18/10/2021  
Associate Dean (Academic)

  
18/10/21  
Dean (Student Welfare)

  
18/10/2021  
Dean (academic)