

Date : October 08, 2022

**NOTICE****(Stay in Hostel / Hostel Allotment Process)**

Willing students can avail the hostel facility (subject to availability and suitability). In this respect, all the willing students / hostel inmates are required to follow the following :

1. The process to get hostel (subject to willingness and hostel availability) / Hostel Allotment Process is as :

**ERP Registration**⇒ **Fee Deposition**⇒ **Submission of duly filled-in and signed Hostel Form**⇒ **Room Allotment**

2. Hostel facility will not be provided to the indiscipline cases.
3. Hostel allotment is for one academic session only. Re-allotment is subject to availability (no automatic continuation) and thus, after completing the academic session concerned, such hostel inmate will be treated as day-scholar till the completion of the hostel allotment process fully (for new academic session).
4. Without completing the hostel allotment process fully, student will be treated as day-scholar.
5. Any day-scholar is not permitted to stay / enter into the hostel premises (not permitted during lunch timings).
6. No one is permitted to stay in hostel premises without completing the hostel allotment process fully.
7. If any day-scholar is found in hostel premises (including mess / common area), strict action (along with suitable fine) will be taken to him / her along with the room-mates of that room in which the day-scholar is found.
8. All the hostel inmates are unconditionally bound to follow the rules and regulations of the hostel / library / discipline etc. Some of these rules are also notified time-to-time at Hostel Notice Board / Website etc.

All the concerned students / hostel inmates are hereby required to complete the hostel allotment process fully by Monday, Oct 10, 2022 mandatorily. Verification / checking of hostels will be initiated wef Oct 11, 2022 and in case of non-compliance, strict action will be taken against the defaulters.



(Dr. Brijesh Singh)

Director

**Copy for information and necessary action to :**

1. Hon'ble Chairman and Vice Chairman
2. Dean - Academics, Dean - Students Welfare, Chief Proctor, Chief Warden and All the HODs
3. **All the hostel wardens** - with a request to ensure that no one is staying in their respective hostel without completing hostel allotment process fully. A list of room-wise hostel inmates is to be emailed to the Chief Warden, Dean-SW and Director by Monday, Oct 10, 2022.
4. Registrar and ERP
5. Notice Board