

HOSTEL ROOM ALLOTMENT PROCEDURE A.Y. 2024-25 (Boys & Girls)

Room Allotment Venues:


1. Boys: Fusion Mess Club
2. Girls: Sae Mess.

Process-1

- ✓ First collect **Room allotment letter 2024-25, Hostel Identity card form & Inventory form** from Hostel Xerox Store.
- ✓ All the particulars on form are mandatory and should be filled properly and paste your recent Colored Photograph on the Identity card form.
- ✓ Wait for your roll call.
- ✓ Go to MESS DEPOSIT TABLE and deposit the amount.
- ✓ Go to HOSTEL VERIFICATION TABLE and verify all the Details (Including Hostel Fees Receipt, and other document).
- ✓ Go to ROOM ALLOTMENT TABLE and confirm your room Number.
- ✓ Submit your document on DOCUMENT SUBMISSION TABLE (closer).

Process-2 (Venue:- Respective Hostel blocks)

- ✓ Submit your allotment letter to Warden of your allotted block.
- ✓ Wait at the block for your turn.
- ✓ Warden will open the room.
- ✓ Check the inventory and sign the form.
- ✓ Lock the room with your own lock.


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