PROCEDURE TO APPLY FOR HOSTEL ACCOMMODATION ONLINE - POST GRADUATES

➤ **Direct Link to Apply -** http://14.139.245.45/Hostel/Register.aspx

STEP 1 - First registered yourself.
STEP 2 - You will get OTP through SMS & e-Mail.
STEP 3 - Login yourself with e-Mail or Mobile Number.
STEP 4 - Fill all columns of Hostel Application Form.
STEP 5 - You will get messages through SMS & e-Mail.

1. A unique ID generated.

[IF MESSAGE IS NOT RECEIVED OR ANY ERROR COMES CONTACT COMPUTER FACILITY IMMEDIATELY]

STEP 6 - Upload the requisite documents.
STEP 7 - Your online form will reach on the dashboard of your H.O.D. for verification. Contact your Department for necessary action from their end.
STEP 8 - After verification you will receive message, go to Hostel Section and deposit Hostel Security Money i.e. ₹ 1000/- (Refundable).
STEP 9 - Meet Programme Assistant in Hostel Section for verification of original documents. After verification of your documents, physically your name will be send in the drop box for adding in the waiting list of the coming month.

❖ **Your name will be added in the waiting list as per date of joining, on 1st working day of the coming month. If the date of joining is same then the seniority will be decided on the basis of Unique ID Generated by Computer Facility at the time of submission of Hostel Application Form.**