

PROCEDURE TO APPLY FOR HOSTEL ACCOMMODATION

ONLINE - POST GRADUATES

STEP 1 - First register 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 is generated.

**[IF MESSAGE IS NOT RECEIVED OR ANY ERROR OCCURES
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 next waiting list.

- ❖ **Your name will be added in the waiting list as per date of joining, on 1st week of January, April, July & October. Waiting List will be generated once in every 3 months and will be freezed till the next waiting list is generated once in every 3 months. If the date of joining is same then the seniority will be decided on the basis of Admin Verification by the Hostel Section and Receipt No. generated at the time of security deposit at Hostel Section.**