

STEPS TO BE FOLLOWED

PROCEDURE TO APPLY FOR HOSTEL ACCOMMODATION ONLINE

STEP 1 - Fill up the form online.

STEP 2 - You will get two messages through SMS & e-Mail.

1. Unique ID Generated.
2. Modification User Name and Password.

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

STEP 3 - Upload the requisite documents.

STEP 4 - Online your form will reach on the dashboard of your H.O.D. for verification. Contact your Department for necessary action from their end.

STEP 5 - After verification you will receive message, then go to Hostel Section to deposit Hostel Security i.e. ₹ 1000/- (Refundable).

STEP 6 - After that meet Sh. Harpreet Singh, Programme Assistant in Hostel Section for verification of original documents. Only 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 on 1st working day of the coming month as per date of joining. 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.**