

Hostel Admission and Allotment Procedure 2026-27

1. Students must first ensure the completion of course registration and payment of the prescribed hostel fee.
2. Thereafter, students shall need to fill the *Hostel Admission Form* (https://docs.google.com/forms/d/e/1FAIpQLSequth39-Lls_fCCLzOKvybAANLVuVqkXKx0_3n6Liqm0X59w/viewform?usp=header) and upload/attach all requisite documents as specified.
3. All details provided are to be latest and accurate any discrepancies found in the submitted form will lead not consideration of room allotment. Furnishing details of the local guardian is mandatory and must be filled accurately.
4. Upon physical reporting at the institute, the duly filled *Hostel Admission Form* **in hard copy**, along with all supporting documents, shall be submitted to the on-duty caretaker/ Hostel Assistant. A recent passport sized photograph must be affixed on the first page, and the student must sign on all pages of the form.
5. The hard copy signed must have parents' signature on it.
6. The duty caretaker, along with the Hostel Assistant, shall verify all entries and documents submitted, and provide signatures in the designated areas as confirmation of verification.
7. Upon verification, the caretaker shall allocate a room. The student shall inspect the allotted room and complete the ***Hostel Inventory Form***, which shall be countersigned by both the Hostel Caretaker and Hostel Assistant.
8. Room allotment shall be deemed final only upon completion of all the aforementioned formalities.
9. Students intending to proceed on leave must follow the prescribed procedure for leave as per hostel rules and regulations.

List of Documents to be Submitted

1. Acknowledgement Slip of Course Registration.
2. Receipt of Hostel Fee Payment.
3. Valid Identity and Address Proof of the Student, Parents (Mother and Father), and Local Guardian. (Accepted documents include: Masked Aadhaar Card, PAN Card, Voter ID, Passport, or Driving License).
4. In case the student has a known medical history, a copy of relevant medical prescriptions and supporting medical documents must be submitted.