

Hostel Reporting Guidelines

All provisionally allotted students are required to report to the allotted hostel on the scheduled date and time mentioned by the Institute.

Documents to be Produced

Students must carry the following original documents along with one self-attested photocopy of each:

1. Institute Admission Letter
2. Fee Payment Receipt (Institute Fee)
3. Aadhaar Card or any Government-issued Photo Identity Card
4. Passport-size photographs (2 recent colour photographs)
5. Local Guardian details with contact number

Hostel Fee Payment

Hostel Fees

- **Double/Triple Occupancy Room:**
 - Room Rent: ₹24,750/-
 - Caution Money (Refundable): ₹3,000/-
- **Single Occupancy Room:**
 - Room Rent: ₹24,750/- (*subject to revision*)
 - Caution Money (Refundable): ₹3,000/-

Note:

- **The hostel fee for single occupancy rooms is provisional and may be revised/increased. By accepting the allotment of a single occupancy room, the student and their parent/guardian agree to pay the balance amount, if any, as and when the final hostel fee is approved and notified by the Institute.**
- **Do not pay the hostel fee before reporting.**
- Hostel fee shall be paid **only after reporting to the Institute/Hostel** and completion of document verification.
- After payment, attach a copy of the **Hostel Fee Payment Receipt** with the duly filled **Hostel Allotment Form** and the required documents.
- The **Hostel Allotment Form** will be provided at the **Hostel Office** at the time of reporting.

Documents to be Submitted

The following documents must be submitted at the time of hostel reporting:

1. Self-attested photocopies of all documents listed above.
2. Student Undertaking for compliance with Hostel Rules.
3. Parent/Guardian Undertaking accepting hostel rules and responsibilities.
4. Anti-Ragging Undertaking by the Student.
5. Anti-Ragging Undertaking by the Parent/Guardian.
6. Emergency Contact Details.

Reporting Instructions

- Report only on the scheduled reporting date and during the notified reporting hours.
- Room allotment will be confirmed only after successful document verification and completion of all formalities.
- Students failing to report within the prescribed time without prior approval may forfeit their hostel allotment.
- Accommodation is **not transferable** and room changes will be permitted only with prior approval of the Hostel Administration.
- Students must carefully inspect the room and report any existing damage at the time of taking possession.
- Students are advised not to bring expensive jewellery, large amounts of cash, or other valuables. The Institute shall not be responsible for any loss or theft of personal belongings.
- Students should bring personal essentials such as a mattress, bed sheet, pillow, blanket, bucket, mug, lock and keys, toiletries, and other daily-use items.
- The use of induction cooktops, electric heaters, immersion rods, LPG cylinders, or any other unauthorized electrical appliances is strictly prohibited.
- Every resident must strictly adhere to the Hostel Rules, Mess Rules, and all instructions issued by the Warden from time to time.

Important: Hostel accommodation shall be confirmed only after verification of documents, payment of prescribed fees, submission of all required undertakings, and approval by the Hostel Administration.