

APPLICATION FORM FOR HOSTEL ACCOMMODATION

1.	Name of the applicant				
2.	Category ☐ Alumni Recharge (<i>Attach copy of form AA112</i>) ☐ External visitor/Project student/Summer visiting program etc. (<i>Attach copy of form AA113</i>) ☐ Long term: More than 2 months ☐ Short term: 2 months or less ☐ PhD students during zero fees registration period (<i>Attach copy of approval from Academics</i>) ☐ JRF/SRF/PTTS and other project staff at/below the SRF level (<i>Attach copy of the offer letter/approval from R&D office</i>) ☐ RA/ Post doc and other salaried project staff at / above the level of RA in external fund projects. (<i>Attach the copy of offer letter/approval from R&D office or Dean (FA)</i>)				
3.	ID No. (Please mention if applicable)				
4.	Gender (Please tick)	Male ☐	Female ☐		
5.	Permanent Address (As per records)				
6.	Correspondence Address (As per records)				
7.	Mobile Number of the applicant				
	Email ID				
8.	Period of stay in the Hostel room	From Date		To Date	
9.	No of days/months				
10.	Name of the Guide / Principal Investigator of the Project				
11.	School				
1. I hereby declare that all the above-furnished details are true to the best of my knowledge and belief. 2. In the event of allotment of accommodation, I shall abide by hostel and mess rules and regulations, and obey the instructions of the warden. In case I am found violating any rules of the hostel and mess, my room may be vacated immediately, and disciplinary action may be initiated against me. 3. I shall abide by all institutional rules and guidelines.					
Signature of Applicant with Date			Guide/PI of the Project		
Chief Warden					
	Amount paid	Transaction details		Signature of finance section official	
Hostel Fee					
Hostel Allotment Details (Administration section): (original form to be retained)					
Room No	Hostel Block	Signature of the Applicant		Signature of Administrative Official	
Check In: Date _____ Time _____		Check Out: Date _____ Time _____		No of days _____	

* A copy of this application letter must be shown to the Caretaker/Matron of the respective hostel.