RAJIVGANDHIUNIVERSITYOFKNOWLEDGETECHNOLOGIES

(EstablishedunderAct18of2008)

Basar,Nirmal dt.,TelanganaState-504107

Date:04.06.2025

Reporting and Room Allotment Procedure for Students Appearing for PUC 1 & PUC II Rem/Gl Exams

Step 1: Main Gate Verification

- Students must report to the main gate with their **student ID card, Rem /GI Exam registration document/Hall ticket and printed Hostel room allotment application form (attached to this document).**

- Security/ Hostel Office staff will verify the ID number against the registration list and also Hostel room application form before allowing him/her to the Campus.

Step 2: Payment

- Students must pay the required fees (Rs. 150/- per day of stay for food & room) at the Scholarship section.

- Number of days of stay will be calculated based on the date of entry & exit.

- Full fee (Rs.150/-) will be charged for both the days, i.e., date of entry & exit irrespective of the time of arrival or exit.

Step 3: Room Allotment

- After payment of fee, students will meet the Hostel Supervisor **(BH2)**/Caretaker **(GH1)** for room allotment & submit Hostel room application form. Failure to do so will result in the student being INELIGIBLE to stay inside the hostel.

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Important Guidelines

- Students must report to campus during day time **(9:30 AM–5:00 PM)** only.

- Students must take meals in their allotted mess only.

- Students must stay in their allotted hostel room only.

- Roaming in the campus is strictly prohibited.

- Failure to comply with these guidelines will result in disciplinary action.

Key Reporting Requirements:

- Remedial/GI exam students must report to the campus **ONE DAY PRIOR** to the commencement of their respective exams only.

- They should vacate the room on the same/next day of their last exam.

Note: The hostel office remains closed on Public holidays.

Exit Procedure:

To exit the Campus , students must:

1. Report to the Warden's office at Outpost.

2. Be accompanied by a Parent/Guardian.

3. Produce the following documents:

   a. Outpass request letter

   b. Hostel room allotment application form (collect from Hostel supervisor/Caretaker while leaving)

   c. Fee payment receipt obtained from Scholarship section.

Note: Parental accompaniment is mandatory for students to obtain an Outpass.

Sd/-
Associate Dean
Student Welfare

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
(Established under Act 18 of 2008)
Nirmal, Telangana State - 504107

Date:

Hostel Room Allotment Application for Remedial/GI Exam

Name of the Student :

ID No :

Course/Branch :

Date & Time of Entry :

Remedial Subjects

Staying room No :

Date and time of Exit :

Number of Days staying :

Hostel Fee :

Mobile No : /

Receipt No/UTR/Transaction ID :

Date of payment :

Remarks :

Signature of the Student   **Name & Signature**
                                                                                  Of the approved Authority