



Date 21.01.2026

**Reporting and Room Allotment Procedure for Students (B17, B18 &B19 Batch ) Appearing for AY 24-25 Engg-S2-EST-Remedial Examinations**

**Step1: Main Gate Verification**

- Students must report to the main gate with their **student ID card, Remedial 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.

**Step2: 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.

**Step3: 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.

**Important Guidelines**

- Students must report to campus during day time **(9:30AM-5:00PM)** only.
- Students must take meals in their allotted mess only **(Dining Hall-1/E3 & E4 Mess)**
- 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 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.
- Students are not permitted to stay in campus during any gap between their first and final remedial examinations.

**Note:** The hostel office remains closed on Public holidays.

### **Exit Procedure:**

To exit the Campus , students must:

1. Report to the Warden's Office (Near Satavahana Ground)
2. 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.

Sd/-  
Associate Dean  
Student Welfare



**RAJIVGANDHIUNIVERSITYOFKNOWLEDGETECHNOLOGIES**  
(Established under Act 18 of 2008)  
Nirmal, Telangana State- 504107

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Date:

**Hostel Room Allotment Application for Remedial 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