



**Reporting and Room Allotment Procedure for Students appearing for PUC  
Re-Remedial Exams (July/Aug.-2025)**

**(B22 & B23 batch students)**

**Step 1: Main Gate Verification**

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

**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 (Saraswati Girls Hostel)** 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 **(9:30 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:**

- Re-Remedial 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.
- **Outpass will be issued only if the student is accompanied by his/her parent – No exceptions.**

**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**

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Date:

**Hostel Room Allotment Application for Re-Remedial Exam [July/Aug 2025]**

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