



**Reporting and Room Allotment Procedure for Students Appearing
for Remedial (B18, B19 & B20 Batch)**

Step 1: Main Gate Verification

- Students must report to the main gate with their **student ID card, Remedial registration document/Hall ticket and printed Hostel room allotment application form and undertaking by student & parent/Guardian appearing for remedial examination (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/Main gate Through online only.
- 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 **(Dining Hall-I)** only.
- Students must stay in their allotted hostel room only.
- Failure to comply with the Rules & Regulation of Hostels Residents will result in disciplinary action.

Key Reporting Requirements:

- Remedial students must report to the campus **on the day of exam only.**
- They should vacate the room immediately after the exam is completed.

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. Submit 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



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

Date and time of Exit :

Number of Days staying :

Hostel Fee :

Mobile No : /

Receipt No/UTR/Transaction ID :

Date of payment :

OFFICE USE ONLY

Hostel Accommodation	YES / NO
Hostel / Room No.	
Period of Permission	From to
Dining Facility	YES / NO
Verified by / Designation	
Signature / Date	

**Name & Signature
Of the approved Authority**

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BASAR, TELANGANA**

STUDENT UNDERTAKING AND DECLARATION
(FOR STUDENTS APPEARING IN REMEDIAL EXAMINATIONS)

Student Name	
Parent/Guardian Name	
Student ID No.	
Programme / Batch	

I, the above-named student, do hereby solemnly affirm, declare and undertake as follows:

1. Purpose and Limited Nature of Visit

1.1 I am being permitted to report to Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, solely for the purpose of appearing in the Remedial Examinations scheduled from _____ to _____.

1.2 I understand that permission to report to the University for the Remedial Examinations is limited to the period and purpose authorised by the University and shall not, by itself, confer any right upon me to remain on the University campus beyond the authorised period.

1.3 I shall leave the University campus immediately upon completion of my last scheduled examination, unless the competent University authority grants me specific permission to remain for any additional period.

2. Compliance with University Rules and Directions

2.1 During my presence on the University campus, I shall strictly comply with all applicable University Regulations, Rules, Codes of Conduct, Hostel Rules and Regulations, Examination Rules, safety and security instructions, and orders/directions issued by the competent University authorities from time to time.

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2.2 I understand that compliance with such rules and directions is a condition of my permission to enter and remain on the University campus for the purpose of the Remedial Examinations.

2.3 I shall cooperate with University officials, security personnel, hostel authorities, examination authorities and other authorised personnel in the lawful discharge of their duties.

3. Hostel Accommodation

3.1 If hostel accommodation is specifically allotted to me by the University, I shall occupy only the room and hostel premises officially allotted to me.

3.2 I shall not enter, occupy, sleep in or stay in any room, hostel block or other residential premises not allotted to me without prior permission of the competent authority.

3.3 I shall not permit or facilitate the unauthorised stay of any other person in my allotted room or hostel premises.

3.4 I shall maintain cleanliness, discipline, safety and proper conduct within the hostel and shall comply with all instructions issued by the Hostel Administration.

3.5 I shall not engage in any activity within the hostel that causes disturbance, inconvenience, intimidation, nuisance, damage to property or risk to the safety and security of any person.

4. Dining Facilities

4.1 I shall avail myself of dining facilities only in accordance with the timings, procedures and instructions notified by the University/Dining Services.

4.2 Where applicable, I shall pay all prescribed dining charges and other authorised charges within the stipulated time.

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5. Examination Discipline and Academic Integrity

5.1 I shall maintain the highest standards of discipline, honesty, integrity and decorum in the examination hall and shall strictly comply with all instructions issued by the Examination Branch and examination personnel.

5.2 I shall not engage in malpractice, cheating, impersonation, unauthorised communication, use of prohibited materials/devices, disruption of examination proceedings or any other act prohibited under the applicable examination rules.

5.3 I understand that any examination-related misconduct may attract action under the applicable Examination Rules, in addition to any other disciplinary action permissible under University rules.

6. General Conduct and Campus Discipline

6.1 I shall maintain proper conduct and shall not engage in any act or omission which may adversely affect the academic environment, safety, security, discipline, dignity or reputation of the University.

6.2 Without prejudice to the generality of the above, I shall not:

- a. engage in or encourage ragging or any act prohibited under applicable anti-ragging rules/law;
- b. threaten, intimidate, harass, abuse, assault or otherwise cause physical or psychological harm to any person;
- c. engage in violence, disorderly conduct or unlawful activities;
- d. instigate, encourage or participate in any unauthorised gathering or disturbance;
- e. damage, misuse, remove or interfere with University property, equipment, infrastructure or facilities;
- f. possess, use, distribute or consume any substance prohibited by applicable law or University rules;

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- g. bring or use any unauthorized article, device or material prohibited under University or examination rules;
- h. obstruct or interfere with the lawful functioning of University authorities, security personnel, examination staff or other authorized personnel; or
- i. undertake any other activity contrary to applicable law, University rules or lawful directions of the competent authority.

7. Movement Within the University Campus

- 7.1 Except when attending examinations or otherwise specifically authorised, I shall remain only in the hostel accommodation allotted to me or the University Library during its notified working hours, subject to applicable University rules.
- 7.2 I shall not unnecessarily loiter in academic, administrative, residential or other restricted areas of the campus.
- 7.3 I shall not enter any restricted area or facility without proper authorisation.
- 7.4 I shall comply with all campus security and movement-related instructions issued by the University.

8. Students Not Availing Hostel Accommodation

- 8.1 If I am permitted to report only for the examination and return on the same day, I shall not enter or remain in any hostel premises without prior permission from the Hostel Office or other competent authority.
- 8.2 If I avail any University dining facility, I shall pay the applicable charges as prescribed by the University.
- 8.3 I shall leave the campus after completion of the examination and other authorised activities for the day, unless otherwise permitted by the competent authority.

9. Vacating Hostel Accommodation

- 9.1 Immediately after completion of my last scheduled Remedial Examination, I shall vacate the hostel room allotted to me within the time prescribed by the University.

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9.2 I shall complete all checkout formalities, return keys/property belonging to the University, clear applicable dues and hand over the accommodation in proper condition.

9.3 I understand that unauthorised continuation of stay after expiry of the permitted period shall constitute a violation of this undertaking and applicable University rules.

10. University Property and Liability for Damage

10.1 I shall take due care of all University property, including hostel facilities, furniture, electrical installations, examination infrastructure, library facilities, dining facilities and other campus property.

10.2 If any loss or damage is caused to University property by me through my wilful or negligent act or omission, I understand that the University may recover the applicable cost or compensation in accordance with the relevant University rules and applicable law.

11. Responsibility and Accountability

11.1 I acknowledge that the conditions contained in this undertaking are intended to facilitate the safe, orderly and smooth conduct of the Remedial Examinations and to protect the interests of students, staff, faculty, visitors and the University.

11.2 I accept personal responsibility for my conduct during my authorised presence on the University campus.

11.3 I understand that ignorance of the University's applicable rules, regulations or instructions shall not ordinarily constitute a justification for non-compliance where such rules/instructions have been duly notified or communicated.

12. Consequences of Violation

12.1 I clearly understand that any violation of this undertaking, University rules, examination rules, hostel regulations or lawful directions of the competent authority may result in appropriate action under the applicable rules and law.

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12.2 Depending upon the nature and gravity of the violation, such action may include, where authorised under the applicable rules and subject to the prescribed procedure, one or more of the following:

- a. withdrawal/cancellation of permission to stay in the hostel;
- b. removal from hostel accommodation;
- c. recovery of applicable charges, losses or damages;
- d. debarment from hostel facilities, where permissible;
- e. action under the applicable Examination Rules;
- f. initiation of disciplinary proceedings;
- g. restriction or withdrawal of campus privileges, where authorised; and/or
- h. any other lawful action that may be taken by the competent University authority under the applicable rules and regulations.

12.3 I understand that action arising from examination malpractice or other misconduct may be taken independently under the relevant rules and may not be limited to the consequences specifically mentioned in this undertaking.

13. Procedural Fairness

13.1 I understand that any disciplinary action, wherever required under the applicable rules, shall be undertaken by the competent authority in accordance with the applicable University regulations and prescribed procedure.

13.2 Nothing contained in this undertaking shall be construed as excluding or overriding any mandatory requirement of applicable law or University regulations.

14. No Claim Beyond Authorised Permission

14.1 I acknowledge that temporary permission to report to the University for the Remedial Examinations does not amount to restoration of any broader student, residential or campus privileges beyond those expressly authorised by the University.

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14.2 I shall not claim any right to occupy hostel accommodation, remain on campus or use University facilities beyond the period and conditions authorised by the competent authority.

15. Declaration by Student

I hereby declare that:

- a. I have read and understood every provision of this Undertaking;
- b. the information furnished by me is true and correct to the best of my knowledge and belief;
- c. I have been informed that compliance with the applicable University rules and this Undertaking is required during my authorized presence on the campus;
- d. I voluntarily undertake to comply faithfully with all the conditions stated herein; and
- e. I understand the consequences that may follow from violation of the applicable rules, regulations or this Undertaking.

I therefore undertake to maintain discipline, academic integrity, good conduct, safety and decorum throughout my authorised stay at RGUKT, Basar for the Remedial Examinations.

SIGNATURE OF STUDENT

Name: _____

Student ID No.: _____

Signature: _____

Mobile No.: _____

Date: _____ Place: _____

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ACKNOWLEDGEMENT AND UNDERTAKING BY PARENT/GUARDIAN

I, _____, parent/guardian of the above-named student, state that I have read and understood the conditions contained in this Undertaking and have advised the student to strictly comply with all applicable University rules, examination rules, hostel regulations and lawful directions of the University authorities. I acknowledge that the University has prescribed these conditions for the orderly and safe conduct of the Remedial Examinations and for maintaining discipline and security on the campus. I undertake to cooperate with the University in matters concerning the student's compliance with the applicable rules and this Undertaking.

Name of Parent/Guardian: _____

Relationship with Student: _____

Mobile No.: _____

Signature: _____

Date: _____ Place: _____