



**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 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 **ONE DAY PRIOR** to the commencement of their respective exams or 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**

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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 :

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**OFFICE USE ONLY**

Staying room No :

Remarks :

**Name & Signature  
Of the approved Authority**

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES (RGUKT), BASAR**

**UNDERTAKING BY STUDENT APPEARING FOR REMEDIAL EXAMINATIONS**

I, \_\_\_\_\_,

(Son/Daughter of \_\_\_\_\_),

Student ID No.: \_\_\_\_\_, do hereby solemnly affirm and undertake the following:

**1. Purpose of Visit**

I am reporting to RGUKT Basar solely for appearing in the Remedial Examinations scheduled from \_\_\_\_\_ to \_\_\_\_\_.

**2. Compliance with University Rules**

During my stay on the University campus, I shall strictly abide by the University Statutes, Code of Conduct, Hostel Rules and Regulations, Examination Rules, and all instructions issued by the University authorities from time to time.

**3. Hostel Accommodation**

If hostel accommodation is allotted to me, I shall occupy only the room officially allotted by the Hostel Administration and shall not enter or stay in any other hostel room or block without prior permission from the competent authority.

**4. Dining Facilities**

I shall avail meals only during the prescribed dining timings and shall strictly follow the procedures and guidelines notified by the Dining Services.

**5. Examination Discipline**

I shall maintain complete discipline, honesty, and decorum inside the examination hall and throughout the University campus. I shall strictly adhere to all examination-related instructions issued by the University.

**6. Good Conduct**

I shall not indulge in ragging, instigation, misconduct, violence, unauthorized gatherings, damage to University property, possession or consumption of prohibited substances, or any activity that disturbs the academic atmosphere or threatens the safety and security of the campus.

**7. Movement within Campus**

Except during examination hours, I shall remain only in my allotted hostel room or the University Library (during its working hours). I shall not loiter or move unnecessarily in other areas of the campus without a valid reason.

**8. Students Not Availing Hostel Accommodation**

If I report only for the examination and leave on the same day, I shall not enter any hostel premises without prior written permission from the Hostel Office. If I avail dining facilities, I shall pay the applicable charges as prescribed by the University.

### 9. Vacation of Hostel

Immediately after completion of my last scheduled examination, I shall vacate the allotted hostel room, complete all checkout formalities and procedures, and leave the University campus unless otherwise permitted by the competent authority.

### 10. Responsibility and Accountability

I understand that these conditions are imposed to ensure a safe, disciplined, and academically conducive environment for all students appearing for remedial examinations. I fully appreciate the need to maintain order, protect University property, ensure the smooth conduct of examinations, and uphold the reputation and values of RGUKT Basar.

### 11. Consequences of Violation

I clearly understand and agree that any violation of this undertaking or any act of indiscipline shall render me liable for disciplinary action as deemed appropriate by the University authorities. Such action may include, but shall not be limited to:

- \* Cancellation of permission to stay in the hostel;
- \* Imposition of fines or recovery of damages;
- \* Debarment from hostel facilities;
- \* Initiation of disciplinary proceedings under University rules;
- \* Any other action considered appropriate by the competent authority, in accordance with the applicable rules and regulations.

I hereby declare that I have carefully read, understood, and voluntarily accepted all the above conditions. I undertake to comply with them faithfully during my stay at RGUKT Basar for the remedial examinations.

I further declare that the information furnished above is true and correct to the best of my knowledge and belief.

Signature of the Student

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Parent/Guardian

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_