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

Date: 31.03.2025

Reporting and Room Allotment Procedure for Students appearing for
PUC 1 & PUC II Remedial Exams

Step 1: Main Gate Verification

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

- Security will verify the ID number against the registration list.

Step 2: Application Form and Entry

- If the ID number is verified, security will provide an application form.

- The date of entry will be recorded on the application form.

- Students will enter the campus with the application form.

Step 3: Room Allotment

- Students will meet the Hostel Supervisor **(BH2)**/Caretaker**(GH1)** for room allotment.

- Remaining details on the application form will be filled out in front of the Hostel Supervisor/Caretaker.

Step 4: Hall Ticket Verification

- Students must produce their hall ticket for prompt filling of details.

Step 5: Payment

- Students must pay the required fees (Rs. 150/- per day of stay for food & room) at the Scholarship section within two days of reporting or before leaving the campus, whichever is earlier.

- 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.

Important Guidelines

- Students must report to campus during day hours **(08:00 AM – 05:00 PM)** only.

- Students must take meals in their allotted mess only. (**Boys – Old Mess, Girls – New 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.

- Students must report to the Hostel Supervisor/Caretaker within 30 MINUTES of arrival on campus. Failure to do so will result in the student being INELIGIBLE to stay inside the hostel.

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:

   - Outpass request letter

   - Application form for room allotment (obtained from Hostel Supervisor/Caretaker)

   - Outpass request letter with recommendation from Hostel Supervisor/Caretaker for exit.

   - Fee payment receipt obtained from Scholarship section

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

Sd/-
Associate Dean
(Student Welfare)