



Date 17.12.2025

Reporting and Room Allotment Procedure for Students
(B18 & B19 Batch) Appearing for 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.
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Important Guidelines

- Students must report to campus during day time **(9:30AM–5:00PM)** 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:

- 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.

Note: The hostel office remains closed on Public holidays.

Exit Procedure:

To exit the Campus , students must:

1. Report to the Chief Warden's office at AB-III Building.
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



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(Established under Act 18 of 2008)

Nirmal, Telangana State- 504107

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