

HOSTEL ALLOTMENT NOTICE 2018-19

We are pleased to inform that Hostel Allotment Process for Academic Session 2018-19 will begin from 30.03.2018 to 15.04.2018 on SAP Portal. This process will involve the following steps-

HOSTEL APPLICATION PROCESS

- **Step 1.** Students opting for Hostel need to login on the SAP portal.
- **Step 2.** Click on the Hostel Management tab.
- **Step 3.** Select 'Bed continuation request' that would appear on the left corner of the screen.
- **Step 4.** After clicking on 'Bed continuation selection' details of the student will appear on the screen.
- **Step 5.** Please check the details and subsequently select the 'Hostel type'.

Application For Hostel Bed Request

Student Details :

STUDENT ROLL NUMBER : 15621003

STUDENT NAME : Sweta Sah

STUDENT FATHER'S NAME : ANIL K SAH

ACADEMIC YEAR : 2015

PROGRAM TYPE : PG62

PROGRAM/BRANCH : Master of Business Administration

SEMESTER : 04

CGPA : 6.25

GENDER : F

HOSTEL TYPE *
Normal Room - Sarojini Hostel in Campus
Normal Room - New Hostel in Campus
Triple room with AC - New Hostel in campus
Single room with attach toilet - New Hostel in campus
Single room with AC and attach toilet - New Hostel in campus

Provide necessary information

DESCRIPTION : *

Pay/Now

Gender	Hostel Type	Fee (INR) without Security
Male	Boys Hostel (All)	1,06,500.00
Female	Kasturba Girls' Hostel Triple sharing without AC	1,06,500.00
	Kasturba Girls' Hostel Triple sharing with AC	1,23,500.00
	Kasturba Girls' Hostel Single Room without AC	1,33,500.00
	Kasturba Girls' Hostel Single Room with AC & Attached bath	1,58,500.00

- **Step 5.** After selecting 'Hostel Type', a student is required to pay a sum of **Rs. 5000.00** as Hostel Application Fee (**adjustable**) through **on-line payment only** by clicking on **Pay Now** Button. **No other mode of payment will be accepted please.**
- **Step 6.** Students will receive an SMS of fee receipt of token money amount.
- **Step 7.** Subsequently the students will receive a confirmation SMS regarding 'Hostel Bed Selection' request.

HOSTEL ALLOTMENT PROCESS

- Hostel will be **allotted purely on the basis of CGPA** obtained till preceding semester.
- Allotment will be approved by the chief warden.
- Those who receive confirmation will need to pay balance hostel fee through SAP portal only on or before **31st of May 2018**.
- After clearance of the all the dues a student may proceed to choose the bed of his/her choice from the SAP portal (SAP login-hostel management tab-bed selection request).

Note:

1. After confirmation of bed allotment, we will not be able to entertain any change request please. We will, however, endeavor to accommodate some of the change request by the end of September 2018.
2. Hostel bed selection will be based on first come first serve basis.
3. It is, however, not necessary that a student will get a bed of his/her choice as the allotment is purely based on CGPA.