



No. HPNLU/REG-1 (15)-96(D.S.W.)/2024-

Dated: 12/07/2024

STANDARD OPERATING PROCEDURE FOR ALLOTMENT OF HOSTELS

In compliance with the University Regulations and for the smooth allotment of the hostels, the following Standard Operating Procedure (SOP) is being adopted. The SOP is required to be observed strictly.

1. Allotment of Hostels

- 1.1 The Wardens of the respective hostels, with the permission of the Registrar, will allot the accommodation to a duly enrolled student. The Office of the Dean Students Welfare will provide the list of Admitted Students to the respective Wardens.
- 1.2 Hostel and Mess facility (from Lunch onwards) will start from **29th July 2024**.
- 1.3 All the allotments shall be made on physical verification of the Admission Confirmation email received from the Admission Committee / Dean Academic Office, Mess Fee Receipt by the student.
- 1.4 Students are required to go to their respective hostels (See the table attached below) and be physically present there at the time of allotment. No accommodation shall be allotted in absentia.

2. Admission Form

- 2.1 Each resident is required to fill out the **Admission Form (to be provided by the Hostel Warden)**. Before verifying the Admission Form, the Warden on duty shall ensure that the resident has supplied a **Mess Fee Receipt**.
- 2.2 The Hostel Warden shall ensure a readily available room inventory checklist, including furniture, fixtures, appliances, and room amenities, to be allotted, and accounted for during the allotment.
- 2.3 Special care is required in collecting the mobile numbers and email IDs of the parents. The warden on duty shall verify the correctness of the mobile number provided by the resident.

3. Hostel Inventory

- 3.1. Each applicant/resident shall be required to sign the **Hostel Allotment/Clearance Form** during the allotment of the accommodation.
- 3.2 It shall be the duty of the Warden to ensure that the resident has signed the duly filled Hostel Allotment/Clearance Form indicating the items issued to him/her.
- 3.3 Each resident will be provided with the items-
 - a. Bed/Bed-box
 - b. Study Table
 - c. Study Chair
 - d. Almirah

- 3.4 All residents must bring/ purchase the following items –

- a. Mattress (6*3 Single Bed Standard Size)
 - b. Bedsheet
 - c. Blanket
 - d. Pillow with Pillow-cover
 - e. Bucket and Mug
 - f. Chargeable Emergency Lights
- 3.4 Each room will have some common fixtures such as a fan, tube light/bulb, and window/doors, general fixtures of the attached washrooms listed in the Hostel Allotment/Clearance Form. It shall be the duty of the resident to check the items provided, and report damaged/dysfunctional items, if any, to the warden immediately.
 - 3.5 Hostel rooms are being shared [2 beds in Rishika Maitreyi Girls Hostel; 3/4 beds for Rishi Nagarjuna Boys Hostel (Aavya-II)].
 - 3.6 After completion of allotment of accommodation by the Warden, the allotment will be verified by the Associate Dean Students Welfare or Associate Dean Students Welfare (Women), as the case may be, and the report shall be presented to the Office of Dean Students Welfare daily.
 - 3.7 After closing the Hostel Admissions, the respective wardens shall forward the Admission Forms to the Office of Dean Students Welfare.

ADMINISTRATIVE ARRANGEMENTS DURING HOSTEL ALLOTMENT

Sr. No.	Program /Batch	Name of Hostel	Warden in-Charge	Supervision
GIRL'S HOSTEL				
1.	B.A./B.B.A. LL.B. (2024-29) & LL.M. (2024-25)	Rishika Maitreyi Girls Hostel	Ms. Akshita Dhiman (9418305095) akshita@hpnlu.ac.in Additional Duty: Ms. Versha Mehta (8894024290) vershamehta.ghw@hpnlu.ac.in	ADSW (W) Dr. Chandreshwari Minhas (9418014890) adsw.women@hpnlu.ac.in
BOY'S HOSTEL				
2.	B.A./B.B.A. LL.B. (2024-29)	Rishi Nagarjuna Boy's Hostel Complex (Aavya-II)	Dr. Shubham Singh Bagla (9568065201) rishinagarjuna.warden@hpnlu.ac.in	ADSW Dr. Ved Prakash Sharma (8988041212) adsw@hpnlu.ac.in
3.	LL.M. (2024-25)	Rishi Shankaracharya Complex (Galog Building)	Dr. Arun Klair (9417273800) rsh@hpnlu.ac.in , arunklair@hpnlu.ac.in	

Note:- All residents/students are required to come with a minimum of luggage.

Sd-
Dean Students Welfare