

Guidelines For Hostel Allotment To New Students

1. Hostel accommodation is available on **First Come First Serve** basis.
2. Hostel application form shall be available at the chief warden office between **11.00- 5.00 PM** on all working days and at the hostel accommodation **help desk at CET counselling venue** during the counselling dates. Form can also be downloaded from the hostel website (www.dauniv.ac.in/hostels.php).
3. All the students are required to submit duly completed hostel accommodation request form to chief warden office (CWO) or hostel authorities available at hostel accommodation help desk.
4. Separate accommodation is available for girls and boys.
5. Hostel fees for academic session 2019-20 is Rs. 22500/- (Rs. 20500/- + Rs. 2000/- caution money).
6. Mess charges will be separate from hostel fee.
7. Fee can be deposited through Challan or by Demand Draft (DD) in the favour of Registrar Hostel Fund, DAVV, Indore.
8. After submission of fee receipt to the chief warden office (CWO), hostel allotment shall be done immediately.
9. After submission of hostel request form, student shall be given hostel allotment form from chief warden office (CWO), for hostel allotment which He/She is required to produce to the respective hostel authorities. The format is available on hostel website for information purpose.
10. After completion of all the formalities all the student shall be provided his/her student identity card from the chief warden office (CWO).
11. For further information students are advised to contact chief warden office (CWO) during office hours on working days.

HOSTEL ACCOMMODATION REQUEST FORM (For NEW STUDENTS only)

To,

Date: _____

The Chief Warden,
Devi Ahilya University, Indore

Through: The Director/ Head of Department/ Chairman, CET

Sub: Request to provide hostel accommodation

Sir,

I have secured admission in the University Teaching Department (UTD). Admission details are as under-

Course (IN BLOCK LETTER) : _____ Sem: _____

Department (IN BLOCK LETTER) : _____

Candidate Name (IN BLOCK LETTER) : _____

Contact No. : _____

E-mail id (IN BLOCK LETTER) : _____

Permanent address (IN BLOCK LETTER) : _____

You are requested to provide me accommodation in the University Boy's Hostel / Girl's Hostel.
(tick appropriate option)

Thanking You

Yours sincerely

Sign of Student

Remarks and recommendations of Head/Director/Chairman

Forwarded to chief warden

Date:

Signature with stamp
(Head/Director/Chairman)



Room No. _____

HOSTEL ACCOMMODATION, ALLOTMENT FORM

Academic session 2019 -2020

Personal Information

Name of student : _____
Date of Birth : _____
Mobile No. : _____
Email address : _____
Aadhaar Number : _____
Category (GEN/OBC/SC/ST) : _____
Religion : _____ Nationality : _____
Father's Name : _____ Occupation : _____
Mother's Name : _____ Occupation : _____
Parent's contact No. : _____ Alternate No. : _____
Permanent address : _____
(Refund of caution money will be send to the above address)

Affix
Recent
Photograph

Attach one more
photo with this
form for ID card

Post : _____ District : _____

State : _____ PIN : _____

Name of local guardian : _____

Contact No. of guardian : _____ Alternate No. : _____

Address of local guardian : _____

Do you have any chronic Disease? : Yes _____ No _____

Do you require any special medication? : Yes _____ No _____

Have you been punished earlier for any act of indiscipline? : Yes _____ No _____

Are you already residing in University Hostel: No ___ Yes ___ (If Yes, Fill the following details)

Name of Hostel : _____ Allotted Room Id. : _____

Bank Details of the student

Account Number : _____ Branch : _____

Bank Name : _____ IFSC : _____

Declaration

- Above information furnished by me is true and correct.
- I will vacate the hostel during summer vacation immediately after the semester examination.
- I also understand that any wilful dishonesty may result in immediate rustication from the hostel and my hostel fee will not be refunded (partial or full).

Date: _____

Signature of Parents/Guardian

Signature of Student

Departmental Information : _____
 Name of Department : _____
 Course : _____ Semester : _____
 Univ. Enrollment No. : _____ Duration of Course: _____
 Name of Mentor Teacher/ Ph.D. Guide (in case of Ph.D. students) : _____
 E-mail: _____ Contact No. : _____
 Contact No. of Department Office : _____ Alternate No.: _____

----- For Chief Warden Office use -----

Month and Year of Admission : _____ Hostel/Room : _____

Fees Details (2018-19)

Hostel Fee with Caution money Rs: _____ DD/Challan No. : _____ Date: _____

Remark by Chief Warden(if any) -

Signature

----- For Hostel office use -----

Stock register entry number of accessories issued to student:

Chair _____ Table _____ Bed _____

Other 1. _____ 2. _____ 3. _____

Personal Accessories:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Signature of warden

Mess Charges paid (This detail shall be used at the time of issuing "No Dues certificate" from the hostel):

Month	Amount	Month	Amount	Month	Amount	Month	Amount
July		October		January		April	
August		November		February		May	
September		December		March		Other Dues	

Warnings (Current year) : _____

Fine/Dues (Current year) : _____

Remarks (if any) : _____
