

## **Guidelines for hostel allotment to old students**

1. Hostel accommodation is available on **First Come First Serve** basis.
2. All students are required to submit duly completed hostel accommodation request form to chief warden office (CWO).
3. Form can also be downloaded from the hostel website (**[www.dauniv.ac.in/hostels.php](http://www.dauniv.ac.in/hostels.php)**) or obtained from the chief warden office.
4. Hostel will only be allotted after deposition of complete hostel fee. (20500/-+2000/- caution money)
5. The fee can be deposited through Challan or by Demand Draft (DD) in the favour of Registrar Hostel Fund, DAVV, Indore.
6. After submission of fee receipt to the chief warden office (CWO), hostel allotment shall be done immediately.
7. After submission of hostel request form, student shall be given hostel allotment form 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.
8. After completion of all the formalities student can get his/her student identity card from the chief warden office (CWO) on that day itself.
9. For further information students are advised to contact chief warden office (CWO) during office hours on working days.

**HOSTEL ACCOMMODATION REQUEST FORM**  
**(For old students only)**  
**Academic Session 2019-2020**

To,

Date: \_\_\_\_\_

The Chief Warden,  
Devi Ahilya University, Indore

Sub: Request to provide hostel accommodation

Sir,

I have been residing in \_\_\_\_\_ hostel since \_\_\_\_\_ (month and year of admission to hostel). I was a sincere student with good academic record. I have not been punished for any indiscipline and never violated rules and regulations laid down by hostel authorities. The details of my academic department and previous hostel accommodation is given bellow-

Candidate Name (IN BLOCK LETTER) : \_\_\_\_\_

Contact No. : \_\_\_\_\_ Parent's \_\_\_\_\_

E-mail id (IN BLOCK LETTER) : \_\_\_\_\_

Course (IN BLOCK LETTER) : \_\_\_\_\_ Sem: \_\_\_\_\_

Department (IN BLOCK LETTER) : \_\_\_\_\_

Permanent address (IN BLOCK LETTER) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Hostel (IN BLOCK LETTER) : \_\_\_\_\_  
\_\_\_\_\_

It is hereby requested to provide me accommodation in the University Boy's Hostel\_\_\_\_\_/Girl's Hostel\_\_\_\_\_ (tick appropriate option).

Thanking You,

Yours sincerely  
Signature of Student

**Fee-Detail**

**Fee Payment Mode** : Cheque / DD / Online      **Date of Payment** : \_\_\_\_\_

**Cheque/DD/Transaction Reference Number** : \_\_\_\_\_

**Bank Name** : \_\_\_\_\_ **IFSC** : \_\_\_\_\_

*Note :- Attach one passport size photograph for Identity Card.*