



## Office of the Chief Warden

University of Hyderabad

Prof. CR Rao Road, Gachibowli, Hyderabad, Telangana-46

Ph: +91 40 2313 2506/ 07 . Email: cw@uohyd.ac.in / cwouoh@gmail.com

Website: www.uohhostels.in

### **NOTICE: JULY 1, 2019**

#### **HOSTEL ADMISSION GUIDELINES AND PROCEDURE**

Students seeking hostel admission after their academic admission **will be required to apply online**. Click on <https://www.egov.uohyd.ac.in/login> to login and apply for hostel admission. The application is accessible on mobiles, tabs and computers. Please see the accompanying user guide to apply for hostel admission.

#### **Applicants will be required to fill in:**

- The local guardian's contact details accurately (*mandatory*)
- Whether the candidate had stayed in the university hostel earlier (*mandatory*)
- Current residence address (*mandatory*)
- Bring along a **printed and signed copy** of the **Undertaking by the Applicant & Parent/ Guardian** in original and submit it in the Warden's Office at the time of admission (*mandatory*)
- Upload documents listed below **as applicable** in order to proceed to make online payments (*mandatory*)

**Candidates residing within the radius of 50 kilometers of the university campus shall not be considered for hostel accommodation in any circumstances. Candidates who had not requested for hostel accommodation while applying to the university shall not be able to apply for hostel accommodation. The Chief Warden's Office will not be able to entertain queries in this respect.**

#### **List of documents required for upload:**

<b>Residence Proof (Applicable to all candidates)</b>	Residence certificate issued by a competent authority <b>OR</b> Aadhaar Card <b>OR</b> Voter ID <b>OR</b> Driving License <b>OR</b> Bank Passbook (updated within the last three months). <b>No other documents shall be accepted.</b>
<b>Caste Certificate (in prescribed format)</b>	In case of students belonging to SC/ST categories
<b>Income Certificate (Less than Rs. Two lakh per annum)</b>	In case of students belonging to SC/ST categories seeking reduction in Hostel Fees
<b>Medical Board Certificate (for PWD candidates)</b>	Issued by the Competent Authority in prescribed format

**Documents not in the prescribed format shall not be accepted and applications are liable to be rejected.**



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### Hostel Fee Structure:

For General, EWS & OBC Categories			For SC/ST categories with income <u>above</u> Rs. Two Lakh			For SC/ST* categories with income <u>below</u> Rs. Two Lakh) and <u>PWD</u> category		
1	Mess Deposits (Refundable)	2500.00	1	Mess Deposits (Refundable)	2500.00	1500.00		
2	Room Rent (per Semester)	500.00	2	Room Rent (per Semester)	Nil	Nil		
3	Crockery (per Year)	250.00	3	Crockery (per Year)	250.00	250.00		
4	UoH Hostel Fund (One time)	600.00	4	UoH Hostel Fund (One time)	400.00	400.00		
<b>TOTAL AMOUNT</b>		<b>3850.00</b>	<b>TOTAL AMOUNT</b>		<b>3150.00</b>	<b>2150.00</b>		

**\*Candidates not having valid income certificate may opt to pay Rs. 3150 for hostel admission**

### IMPORTANT:

- Candidates must be prepared to arrange for their own accommodation until the hostel admission process is completed.
- Candidates are advised to come prepared to make online payments.
- Online payments (**Credit Card, Debit Card, Internet Banking**) can be made via any scheduled bank.
- Candidates whose hostel admission is successful will receive an email and an SMS on their registered email ID providing instructions on the next steps. Successful candidates will be required to approach the hostel office for completion of the admission process, sign a Hostel Joining Register/ Report and move into the hostel.
- Candidates who fail to occupy their rooms within 48 hours of receiving the confirmation email and SMS shall forfeit their right to hostel accommodation and their hostel admission will be cancelled automatically. Such of those candidates shall be required to apply again and make the payment again. However, accommodation shall be provided subject to availability.
- Candidates whose applications are rejected will have the provision to apply again within 72 hours by uploading verifiable documents. Payment made earlier will be adjusted against the new application, only if the candidate applies again within 72 hours. Otherwise, the application will be treated as a fresh one and online payment will have to be made again. However, accommodation shall be provided subject to availability.
- Claims for refunds on withdrawal of hostel admission or due to rejection/ cancellation shall be settled only 30 days after the completion of the admission process for all academic programmes.

**Sd/- CHIEF WARDEN**

**July 01, 2019**

# USER GUIDE

How to apply for hostel  
accommodation



Office of the  
**CHIEF WARDEN**  
UNIVERSITY OF HYDERABAD

University of Hyderabad, Prof. CR Rao Road, Gachibowli, Hyderabad-46

Enter your Registration Number & Password to login

**Sign In**

User ID\*

Password\*

Show Password

[Login](#)

[Forgot Password?](#)

**STEP ONE:** Log on to <https://www.egov.uohyd.ac.in/login>

Best works on chrome version 63 or above.

Registration No.	18ESPE01	Batch	2018
Name	MAMTA KUMARI	Backlogs	
Program	Ph.D. (ES)	Research Area	
School	School of Physics	Supervisor	Prof. V.Chakravarthi
Department	Centre for Earth and Space Sciences	Hostel & Room	Day Scholar
Scholarship	Click Here		

[Course Offered](#)[De-Registration Form](#)[Exam Registration](#)[Hostel Application Form](#)[My Attendance](#)[My Result](#)[Raise Complaint](#)[Re-Registration Form](#)[Semester Registration Form](#)

Please verify your hostel details (Hostel, Mess D

[FAQ](#)[View Payment History](#)

**STEP TWO: Click on Hostel Application Form**

Registration No.	18ESPE02	Batch
Name	SOWJANYA JANGAM	Backlogs
Program	Ph.D. (ES)	Research Area
School	School of Physics	Supervisor
Department	Centre for Earth and Space Sciences	Hostel & Room
Scholarship	Click Here	

## STEP THREE: Enter address details

### Address Details

#### Current Address

Street  
City Hyderabad  
State TS  
Country India  
Pin 500017

#### Permanent Address

Street D No:12-5-35/1 Plot no:303 Amulya Apartments  
City Vijaypuri colony Tarnaka Secunderabad  
State Hyderabad  
Country TS  
Pin 500017

#### Communication Address

Country

State

City

Street

Select Country, State and City from the drop downs.  
Enter your CURRENT Residence Address

## Guardian Details

Local Guardian Name

Enter Local Guardian Name

Local Guardian Contact

Enter Local Guardian Contact

Local Guardian Email

Enter Local Guardian Email

Local Guardian Address

Enter Local Guardian Address

**STEP FOUR: Enter your LOCAL  
GUARDIAN Contact Details  
accurately**

Have you Ever Stayed in UOH Hostel earlier

1. If you have stayed in University of Hyderabad hostel earlier, please mention your programme and year

Income Less Than 2 Lakh

2. If you are a student belonging to SC/ST or PWD category and your family annual income is less than Rs. Two Lakh/annum, click the check box.

Choose Attachment Type

Choose file No file chosen

(Max Size: 5MB)

Show what is mandatory

Use the 'Choose File' button above to upload the necessary documents as applicable.


## Fee Details

Description

Amount (INR)

## STEP FIVE: Check the fee details & Declaration

Have you Ever Stayed in UOH Hostel earlier

#	Attachment Type	File name
 1	Address Proof	AL del to mn

### Fee Details

Description	Amount (INR)
Hostel Fund	600.00
Mess Deposit	2,500.00
Crockery Fees	250.00
Room Rent	500.00

**Total:**

### Declaration

Read the **undertaking by the applicant carefully** and tick the check box below it.  
By doing this, you declare that you have read the **Hostel Rules & Regulations** and will abide by them during your stay on the campus.

You will then be able to pay the Fees Online.

**ONCE YOU CLICK PAY FEES, YOU WILL BE DIRECTED TO THE ONLINE PAYMENT GATEWAY.**

I here by declare that, i have read the Entire Rules and Regulations and Shall abide by them

Pay Fees



### Select Payment Mode

- RTGS / NEFT
- Net Banking
- Debit Card
- Credit Card
- UPI

Transaction ID	19020845745468
Merchant Name	[REDACTED]
Amount	Rs. 2
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	<b>Rs. 2.00</b>

Mobile No :  Email ID :  ?

Payer Name :

\*Please provide the mobile number for transaction communication & viewing transaction history.

ICICI Bank (Retail)  Other Bank

**Proceed Now**

**STEP SIX: Select your payment mode and make the payment.**

The Payment Gateway allows you to pay using:

1. RTGS/ NEFT
2. Net Banking
3. Debit Card
4. Credit Card
5. BHIM UPI

# You're almost done!

- Once the payment is successful and you are allotted a hostel & room, you will receive an email and an SMS on your registered contact details.
- The **Email and SMS** will indicate the **Hostel and Room Number** allotted to you.
- **Proceed to the Hostel Office within 48 hours** and take possession of your room.
- **Please note that your hostel admission will be cancelled if you do not take possession of your room within 48 hours.**

**Wishing you a pleasant and healthy stay during your programme period!**



University of Hyderabad  
Office of the Chief Warden

Hyderabad-500046

**UNDERTAKING BY THE APPLICANT & PARENT/ GUARDIAN**

<b>Name</b>							
<b>Regn. No</b> (To be entered after admission)		<b>Programme</b> (Tick appropriately)	<b>Integrated</b> <input type="checkbox"/>	<b>Master's</b> <input type="checkbox"/>	<b>M.Phil</b> <input type="checkbox"/>	<b>Ph.D.</b> <input type="checkbox"/>	
<b>Subject / Discipline</b>							

I, Mr./Ms. \_\_\_\_\_, S/D/o:Mr./Mrs. \_\_\_\_\_ do hereby undertake that:

- (1) I have read the Hostel Rules & Regulations and will abide by such rules, regulations and norms as laid down in the same.
- (2) I will not deface the allotted room and hostel in any manner.
- (3) I will not cause any damages to the furniture, electrical and any other fixture in the hostel.
- (4) I will not indulge in ragging or similar forms of activities amounting to indiscipline or any illegal activities.
- (5) I will not bring, keep, or consume any prohibited/banned substance/items.
- (6) I will not take away any crockery or utensils or any item from the Mess, Kitchen or office space.
- (7) I understand that male students are not permitted to visit any residents in the rooms of Ladies' Hostels and vice-versa.
- (8) I will not entertain unauthorized guest(s) in my hostel room.
- (9) I will not park my vehicle blocking the entrance of the hostel or in the corridors and will facilitate the barrier-free access to differently-abled persons.
- (10) I will not cause inconvenience to my roommate in any manner whatsoever.
- (11) I will not use any equipment, gadget or appliances that are prohibited by the University Authorities.
- (12) I will pay my mess bills regularly within the prescribed deadline.
- (13) I will be responsible for the cleanliness in the allotted room and hostel.
- (14) I will vacate and officially hand over the allotted hostel room keys during unless authorised to stay back.
- (15) I will surrender my room keys and officially vacate the room immediately after the completion of the programme duration.
- (16) I will always carry my Identity Card issued by the University and produce the same on demand from any officials of the University.
- (17) All the signatures in this and other documents submitted by me, are in original only.

I, do hereby, understand and undertake that I will abide by all the rules in the Hostel Rules & Regulations without fail. I also understand that violation/s of any of the rules and regulations and orders/notifications subsequently issued by the Offices of the Warden or Chief Warden shall attract disciplinary action including legal action and expulsion from the hostel and the University. All the signatures in this and other documents submitted by me, are in original only.	<b>Applicant's Signature with Date</b>
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<b>Undertaking by Parent/ Guardian</b>	I, Mr./Mrs. _____, Parent(s) / Guardian of Mr./Ms. _____, do hereby, undertake that my ward and I are responsible for any untoward incidents, and ensure that my ward will follow the rules, regulations, and norms laid down in the Hostel Rules & Regulations and time-to-time orders/notifications issued by the Offices of the Warden or Chief Warden scrupulously, failing which he/she shall be liable for disciplinary and/ or legal action including expulsion from the hostel and University. I also undertake that I will cooperate with the Hostel Authorities and monitor my ward's health and academic progress and provide all the medical information of my ward, to the Hostel Authorities. In addition to these, I undertake that I will be available on call as per the details below, and will visit and take care of my ward immediately, as and when required. All the signatures in this and other documents submitted, are in original only.		
<b>Full Name of the Parent/ Guardian</b>			
<b>Complete Residence Address</b>			
<b>Emergency contact number</b>	<b>Landline</b>		<b>Mobile</b>
<b>Valid Email ID</b>			
<b>Signature of the Parent/ Guardian with date</b>			



**APPLICATION FOR  
HOSTEL ADMISSION WITHDRAWAL**

<b>Name of the Candidate</b>	
<b>Registration Number</b>	
<b>Programme/ Discipline</b>	
<b>Date of Hostel Admission</b>	
<b>Hostel Allotted</b>	
<b>Room Number</b>	
<b>Mess Card Number (if issued)</b>	
<b>Online payment Transaction/ Reference Number with Date</b>	
<b>Bank Account Number</b>	
<b>Name of the bank</b>	
<b>Branch</b>	
<b>IFSC Code</b>	
<b>Signature of the Candidate with date</b>	

Documents to be submitted by the student for Withdrawal: Tick as applicable  
(To be checked by the Hostel Office)

<b>Hostel Allotment Order in Original</b>	YES		NO	
<b>Mess Card in original (if issued)</b>	YES		NO	

For Office use only

<b>Amount to be refunded</b>	
<b>Verified by (Name &amp; Signature of Hostel Staff)</b>	
<b>Date of the final refund</b>	
<b>Transaction/ Reference Number with Date</b>	
<b>Approved by Warden (Signature &amp; Stamp)</b>	

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**Acknowledgement  
(To be given to the student on submission of this application)**

The Office of the Warden acknowledges the receipt of the application for Hostel Admission Withdrawal from Mr/ Ms. \_\_\_\_\_, Regn. No. \_\_\_\_\_, Hostel: \_\_\_\_\_ Room No. \_\_\_\_\_, Mess Card (if issued) \_\_\_\_\_ on date: \_\_\_\_\_.

Round Seal

Signature of Office Staff/ Warden with date