

Hostel Admission form (2026-27)

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI (HARYANA)

Note: All columns need to be clearly filled. Incomplete application will not be entertained.

1. Name of the applicant (in block letters) _____
2. Father's Name _____
3. Mother's Name _____
4. Nationality _____
5. Class _____
6. E-Mail address _____
7. University Regn. No. (Old Student) _____
8. Online Admission application form No. (New Student) _____
9. Address: Residential/Permanent _____
10. Distance from University (in KMs) _____
11. Mobile No. : Father/Guardian _____ Applicant _____
12. Occupation and annual income of father/guardian _____
13. Address of local guardian (person to be contacted in case of emergency) _____

14. Relationship with the local guardian _____
15. Contact No./Phone No local Guardian _____
16. Whether belongs to SC/ST/BC _____
17. Date of Birth _____
18. Examination _____ Roll No. _____
Year of Passing _____ Marks obtained _____ Division _____
19. Was you resident of any hostel on this University earlier? If so, give particulars:
Name of the Hostel _____ Room No. _____
Year of Stay _____
20. Were you ever punished for misconduct/violation of hostel rules/indiscipline
etc. If so, give details _____
21. If the student have vehicle (only two Wheeler): Yes/No
If Yes, provide details _____
22. If the student have any chronic disease/food allergy/medical
issue/history _____ If Yes, provide details _____

Declaration

I solemnly declare that the particulars given above are correct to the best of my knowledge and belief and that I will, on admission, abide by the rules and regulations of the hostel and not indulge in any undesirable activity. I hold myself responsible for prompt payment of fees and all other dues. I know fully well that any infringement of Hostel Rules will make me liable for fine of Rs. 5000/- or any action deemed fit by the authorities.

Dated _____

Full Signature of Applicant _____

Mobile/Contact No _____

TO BE FILLED IN BY THE PARENT/GUARDIAN

I _____ certify that my Son/Daughter _____ Makes this application with my permission, and that I hold myself responsible for his/her good conduct and payment of his fee and other dues during his/her stay in the hostel. In case of non-clearance of the dues, to the University Hostel schedule, I undertake the responsibility of payment.

Signature of the Parents/Guardian _____

Full Address _____

Mobile No _____

TO BE FILLED BY THE CHAIRPERSON/DIRECTOR

I recommended that Mr/Ms _____ D/o or S/o _____

may be admitted to the University Hostel, He/She is bonafide student of this

Department. I certify that the applicant is not a day scholar and Bus pass Holder.

I certify that the address of the applicant given in Hostel Admission Form is the same as given in the Department admission form.

In case the applicant leaves the Department or his/her name is stuck off on account of non-payment of dues certificate from the warden concerned.

Dated _____

Head of Department Seal

UNDERTAKING

(Submitted by students at the time of hostel admission)

I _____ S/o Mr. _____
Student of department _____ in course _____
Semester _____ Under Roll No. _____ do
undertake the following: -

1. That I have carefully gone through all the rules, regulations and instructions given in the hostel Handbook of Information and I shall abide by all the rules and regulations of hostel.
2. That if I am found guilty of breaking any of the hostel rules, regulations, discipline and involved in any act of damaging hostel property, my hostel admission be cancelled without any notice and refund of fees, security etc.
3. I shall not allow anyone else in my room and if anyone else is found living in my room, my hostel admission be cancelled immediately without any notice and refund of fees or security.
4. I shall deposit the hostel dues, mess dues etc. well in time. If I get some job or get admission in some other institution, I shall immediately inform the hostel authorities and vacate the room immediately otherwise hostel accommodation be cancelled immediately without any notice and refund of fees, security etc.
5. I shall ensure of taking receipts (with complete details and signature of cash receiver) for all the cash payment made as mess dues to any hostel staff. I will not pay any advance to any cook/ sweeper or any other staff. If I do so, I will be responsible for that.
6. I am ready to adjust as residing three students per room if hostel authorities ask me to do so. I will not claim for any fee concession or refund for that.
7. I will vacate the hostel during summer vacation for repair, white washing and other works of maintenance.
8. That if I am found to be involved in any such thing which is against the IGU Meerpur and hostel rules, I shall solely be responsible and shall be ready to bear the consequences as per IGU, Meerpur and Hostel rules.

Declared this _____ Day of _____ month of _____ year.

Counter Signature of Parents/ Guardian

Signature of Student Name

SELF UNDERTAKING

I _____ father of _____
resident of _____ do hereby solemnly affirm and
declare that:

1. That my daughter/Son is the student of class _____ Department of
_____ Indira Gandhi University, Meerpur, Rewari.
2. That she/he is in good mental and physical health and is free from any physical
defects which may interfere with she/he studies including the active outdoor duties
required of a professional.
3. That my permanent address is _____
Any correspondence may be made on this address.
4. That my telephone/mobile numbers are _____.

Deponent

Verification:

I _____ father of _____ solemnly declare and
affirm that the above mentioned facts are true and correct to the best of my
knowledge and nothing has been concealed therein.

Place:

Date:

Witness:

1. Signature

(Name, Address Phone No) (Name, Address Phone No.)

Admission and Allotment of Seat

ADMITTED

Allotted Room No _____

Countersigned _____

Warden

TO BE FILLED IN BY THE OFFICE

Rs _____ realized vide receipt No _____ Dated _____ in
case of old students fee, D&C Register No _____ Page
No _____

Signature of the Hostel Clerk

BHAGINI NIVEDITA GIRLS HOSTEL
APPLICATION FORM FOR GUEST LIST

Name of the student_____

Father's Name_____

Department/Class_____

Room No._____

Telephone/Mobile No._____

Name of the Guest

Relationship

Attested photograph by
parents of residents

01. _____

02. _____

03. _____

04. _____

05. _____

HOSTEL RULES AND REGULATIONS

I. Admission Rules

- (i) Students seeking admission to the hostel must apply on the prescribed form and submit the duly filled application form in the office of Warden. There are 120 seats in each hostel.
- (ii) All rights of admission to the University Hostel are reserved with the Chief-Warden. However, students admitted in courses with practical classes will be given preferences.
- (iii) The admissions will be made purely on distance cum merit basis. The distance will be verified on the basis of address proof submitted by the applicant. **The address proof submitted by the applicant like Adhaar Card, Voter Card, Driving License, bank passbooks etc.**
- (iv) Students will be admitted to the hostel for one academic session. Old residents of the hostel cannot claim admission in new session as a matter of regard.
- (v) 10% of seats are reserved for Research Scholars of Ph.D. & registered Research Scholars getting scholarship/fellowship of University/CSIR/UGC/any other funding agency. No Research Scholar shall be allowed to stay in the University Hostel beyond 5 years or after the submission of the thesis whichever is earlier. However, He/she has to vacate the hostel during summer vacation for repair, white washing and other works of maintenance.
- (vi) Hostel facility is for students only. The application of hostel facility submitted by any of the university employee may be considered only if his/her services are required.

2. Reservation Policy

- i) Only 3 seats are reserved for foreign student in each hostel. In case if no foreign student is available, the seat will be allotted to other students of IGU.
- ii) 20% seats are reserved for SC/ST students in each hostel.
- iii) 2% of the total seats are reserved under the discretionary quota of the Hon'ble Vice-Chancellor.

3. Room Allotment Rules

- i) In case the possession of the rooms is not taken within a period of 07 working days, the admission will be cancelled and fees will not be refunded.

- ii) After taking the possession of the allotted room the resident is required to arrange his own electric bulb/tube etc.
- iii) A resident cannot shift from her/his allotted room without the permission of the Warden/Chief Warden.
- iv) Mutual shifting will be allowed by Chief Warden on the recommendation of the Warden.
- v) The residents are not allowed to keep the outsider without the permission of Warden.
- vi) Residents will have to vacate the hostel rooms within 72 hours of the termination of their theory paper/examinations (generally in May/June of every year).
- vii) No student will be allowed to keep his/her luggage in the room during vacation.

4. Disciplines & General Rules

- i) Use of own Heaters is not allowed otherwise a fine of Rs.1000/- will be charged. Moreover, any misuse of electric appliances is strictly prohibited.
- ii) Loud music is not allowed in the hostel premises.
- iii) Use of Room Cooler/kettle is allowed with a charge of Rs.200/-, 100/- respectively per month. (Minimum use for 4 month). A fine of Rs. 500/- will be charged if any resident is found using cooler without permission and necessary payment.
- iv) Residents are not allowed to arrange any sort of celebration, parties, use of liquor in their allotted room. In case of violation, a fine of Rs. 5000/- will be imposed.
- v) No resident shall misbehave with hostel workers/ fellow residents/ hostel staff etc. Otherwise, strict disciplinary action, including expulsion from the hostel/ University, will be taken against the defaulter along with a fine of Rs. 500/-.
- vi) Unauthorized breaking of locks/windowpanes is strictly prohibited. Defaulters will be fined Rs. 500/-.
- vii) No resident will indulge in any kind of unruly behavior.
- viii) No resident shall be involved in stealing any property belonging to fellow hostellers. Strict disciplinary action shall be taken accordingly.
- ix) Before leaving the hostel, every resident shall obtain clearance from the Warden/Supervisor and personally hand over the charge of the room and hostel property to the Supervisor of the hostel. A penalty of Rs. 500/- will be imposed on the

defaulter.

- x) All residents are required to clear their Hostel, Mess, Canteen and other dues and obtain a "No Dues Certificate" before they take their examination roll number and again all their dues must be cleared before they vacate the hostel. For this purpose, every resident has to deposit in Mess advance Rs. 3500/- as dues of mess charges for the month or, failing that, their names will be forwarded to the Chairperson for withholding the declaration of results/ award of degrees. Other disciplinary action, including forfeiture of securities, may also be taken.
- xi) Residents are not allowed to damage hostel property failing which action will be taken against them including fine equivalent to the cost of damaged item.
- xii) Any resident found in possession of weapons shall be liable to expulsion from the Hostel/ University and the matter shall be reported to the Proctor/Police for legal action against them. Hostel rooms are subject to any inspection by University authority as well as local Police.
- xiii) All residents have to use Common Rooms and other facilities like T.V., news papers, magazines, sports items, etc. in proper way. The residents shall be fully responsible for any damage/loss of hostel property. Repair charges for any damage to any item of hostel property shall have to be paid by the resident. No resident is allowed to take Newspapers/ Magazines/ Sports items/ Equipment's in his/her room. All residents have to use the facilities like T.V., newspapers, indoor game items, etc. in common room only.
- xiv) The residents of Girls' hostel are not allowed to entertain the guest/ guardian in front or near Girls' hostels. For this purpose, the visitor's room of their hostels should be used with permission of the Warden/ Supervisor.
- xv) The residents of Boys Hostel are not allowed to entertain any lady guest.
- xvi) The residents of Girls' hostel have to observe the proper timings of entering hostel which will be decided by the Warden/Chief Warden from time to time. Late entry beyond specified time is not allowed in any case. However, in unforeseen circumstances, the entry may be allowed with permission of the Warden after discussion with the parents/ authority. If a resident comes late without permission, she will be fined Rs. 100/- for 1st time and Rs. 200/- for 2nd time. After that she will be expelled from the hostel.

- xvii) The residents are not allowed to remain out of Hostel premises after the closure of Hostel main gate, except under exceptional circumstances and after obtaining permission of Parents/Chairperson and Chief Warden. However, Hostel Authority will not be responsible in case of any miss happening.
- xviii) Acts of indiscipline shall be severely dealt with. The Chief Warden will send such a case to the Chairperson concerned for further disciplinary action. Residents are required to make their representation of any kind through proper channel only i.e. Warden/ Chief-Warden only.
- xix) All residents are required to carry Hostel/University Identity Card with them all time because security man of the hostels may check the Identity card any time at the entry of the main gate.
- xx) Residents should be properly dressed while going to the Common Rooms, Dining Room, Study Room, Hostel Office and Hostel Main Gate.
- xxi) Residents should not keep cash or jewelry or other valuable items in their rooms. Otherwise, they would be solely responsible in case of any theft etc.
- xxii) The hostel authorities will not be responsible for such type of acts in which the resident tries to harm herself purposely.
- xxiii) All residents who have their own vehicle should take permission from the Warden at the time of admission in the hostel.
- xxiv) No residents will be allowed to keep four wheelers in the hostel.
- xxv) Residents are required to hostel premises neat and clean. Dustbin should be used appropriately.
- xxvi) Lights & fans should be switched off when rooms are locked. In case of violation, a fine of Rs. 500/- will be imposed.
- xxvii) In exceptional cases on the recommendation of the Chairperson of the respective department the Chief Warden/Warden may allow the resident to stay beyond the academic session, on payment of guest charges.
- xxviii) Residents are not at all allowed to create any type of disturbance/discomfort to fellow residents.
- xxix) No resident shall misbehave/indulge in manhandling with any of the hostel workers/fellow residents/hostel staff. Strict disciplinary action, including expulsion

from the hostel/University, will be taken against the defaulter.

xxx) Hostel Fee is not refundable in any case.

Note: All residents are required to clear their Hostel, Mess, and other dues and obtain a No Dues Certificate before they take their examination admit card and again all their dues must be cleared before they vacate the hostel.

5. ATTENDANCE AND LEAVE

- i) No resident is allowed to leave the hostel during night except in emergency. Resident can go with their parents/relatives whose photos are in the approved guest list by the parents submitted at the time of admission with the permission of the Warden/Supervisor. Any resident found violating this rule will be liable to be expelled from the hostel/University and or fine upto Rs. 100/- will be charged.
- ii) In case if a resident comes late to the hostel (without information/permission) or absents herself/himself in the night from hostel without prior permission, the hostel Warden will immediately inform to the Chief Warden and the parents of such residents and may take disciplinary action, if required.
- iii) No resident is allowed to leave the hostel during night or early morning except in emergency with the prior permission of the Warden (information to the Chief Warden). Resident can go with their parents/relatives whose photos are in the approved Guest List.
- iv) In special cases, if the residents are required to leave the station, written prior permission of the Chairperson concerned should be submitted to the Warden.
- v) A resident, under all circumstances, shall inform the Warden about her/his absence from the hostel. Resident shall sign the register maintained for the purpose at the hostel gate.
- vi) At the time of roll call the residents must show their Hostel/University-I card to the concerned Hostel Attendant/any other staff.
- vi) Residents in both hostels shall present themselves for daily rollcall on the timings notified from time to time. Attendance will be taken by the Attendant /any other Hostel Staff. Defaulters will be marked absent and fined accordingly. Fine will be charged 50/- 1st time 100/- 2nd time and 3rd time strict disciplinary action, including expulsion from the hostel/University, will be taken against the defaulter.

- vii) The names of the residents absenting themselves without permission for a fortnight or more may be struck off from the rolls and possession of their rooms will be taken by the Warden.

6. Facilities Provided to the Hostel Residents:

- i) 24 hours Security guards are available on the main gate of the Hostel's along with one Caretaker/supervisor within the hostels.
- ii) Staff nurse/pharmacists available for first aid for general health problem in the University.
- iii) Good and hygienic food is provided in the hostel mess on time.
- iv) Hostel mess may run on Cooperative basis/ Contractual basis.
- v) A well-furnished common room in hostel is available along with the facilities of indoor games, newspaper, and LCD.
- vi) Wi-Fi facility is provided for the hostellers.
- vii) The facility of water cooler with RO is available in the University as well as at hostel. Moreover, during the winter, the facility of water geyser is provided to the students of the hostel.
- viii) Electricity backup with inverter and generator is available in case of electric failure.
- ix) Clean and hygienic washrooms are there in the hostel.
- x) Beautiful/green Park for the morning walk is there in the hostel.
- xi) Common Induction and Kettle for boiling water/milk and making tea.
- xii) CCTV camera is installed in the hostel for security purpose.
- xiii) Fire safety also available in the hostel for residents.
- xiv) Sanitary Napkins Vending machines are available in the Girls Hostels.
- xv) The hostel accommodates one bed, one table and one chair separately to each resident.

7. VISITORS AND GUESTS

- i) The visitors are allowed to visit only after making an entry in the Visitors' Register.
- ii) No, visitor, in any case, shall be allowed to see the hostel residents after the closer of

main gate of the hostel.

- iii) Only those guests will be allowed to see a resident whose names are included in the approved guest list submitted at the time of admission.
- iv) Guest shall meet residents only in the Visitors' Room.
- v) Male guests are not permitted to stay overnight in the Girls' hostel. However, a female guest in a special situation may be accommodated in the Girls' hostel for a maximum period of 3 days with prior permission of the Warden.
- vi) No resident is allowed to bring/ accommodate guest/ external person in rooms. A resident of a hostel cannot take his/her meals in the room.
- vi) A guest can take food only after an entry of the guest is made in the Mess Register.

8. Hostel Mess

- i) Mess may be run on Co-operative basis or on Contract basis.
- ii) 20 days diet will be compulsory for every resident in a month. If a resident remains on leave during the whole month, then a minimum of 5 days diet (Breakfast, Lunch, Dinner). If resident coming from the home and mark the attendance at night, the mess will be considered open from that time onwards.
- iii) Mess Timing (Subject to change time to time):
 - a) Breakfast 7:30 am to 9:00am
 - b) Lunch 12:30 pm to 2:30 pm
 - c) Dinner 7:30 pm to 9:00 pm

The mess will be closed except the above-mentioned meal timings.

- iv) All residents have to observe & follow mess timings specified from time-to-time. After the mess timings are over, no resident can claim for meal.
- v) The residents will not be allowed to take utensils from dining hall to their rooms, if utensils of mess are found in their room or placed in the windows or their rooms, a fine of Rs. 200/- will be imposed on them.
- vi) Residents are not allowed to enter in the cooking area.
- vii) Cooking in the rooms is strictly prohibited.

- viii) Meal will be served in the Dining Room only and not in the resident's rooms.
- ix) In case of illness, the names of sick residents will be registered with the Supervisor to get the special light food cooked for them and students are required to inform for the same at least two hours before the meal timings.
- x) Mess charges will be paid by the 10th of each month. After this date a fine of Rs. 10/- per day will be charged up to 20th of each month and the resident will not be allowed to take meals thereafter (only original copy of online payment is acceptable).
- xi) Hostel staff working in the hostel 24*7 shall be provided accommodation in the hostel and mess facilities.
- xii) If the total amount of mess dues of a resident exceeds the security deposited on the 20th of each month, the resident will not be eligible for the mess services from 21st onwards.
- xiii) An intimation of the defaulter will be conveyed to the Chairperson of the concerned Department for necessary action.
- xiv) All complaints requiring immediate attention of the warden should be made in writing.
- xv) The Chief Warden/Warden may expel a resident from the hostel in case the defaulter fails to pay mess dues for two consecutive months.
- xvi) Hostels will be closed during Diwali and Holi vacations.
- xvii) The residents have to ensure to take receipts for every payment they made to any hostel staff. Please keep that cash receipt safe. No payment is valid without cash receipt.

9. DONT'S

The hostel resident will not indulge in the following: -

- i) Residents shall be in their rooms during night time and will not move to other rooms for sleeping without the permission of the Warden.
- ii) Ragging is strictly prohibited. In case of violation, expulsion from the hostel as well as legal case may be filed against the accused.
- iii) Smoking is strictly prohibited. In case anyone found a fine of Rs. 500/- will be imposed. In case of repeated violation Rs. 1000/- and expulsion from the hostel.
- iv) Drug abuse will be treated as a crime and invites a fine of Rs. 5000/- and expulsion from the hostel.

- v) Indulgence in political activities and holding of demonstration in the hostel-premises is not allowed. Strict disciplinary action including cancellation of admission in hostel as well as in the department would be taken for violation.

10. RESPONSIBILITIES

- i) Living in hostel pre-supposes a high degree of integrity and conscientiousness as a member of community. It also entails a moral responsibility on a resident.
- ii) Make every effort for peaceful co-existence and maintaining discipline and decorum.
- iii) Observe all hostel rules meticulously in letter and spirit.

Note: The Hostel Authorities may expel any resident at any time, if they are not satisfied with her health such as chronic medical issues/disease or conduct.

- iv) Any resident found violating these rules will be liable to be expelled from the hostel/University and /or fine upto Rs. 500/-.
- v) Any other notification from time to time by the Chief Warden/Warden will be binding on the residents.
- vi) Hostel rules can be changed at any time with the approval of Vice-Chancellor.
- vii) The University authorities will have the right to get the hostel vacated or closed down as and when they feel the situation so warrants.

11. PROHIBITION OF RAGGING

The instruction for curbing ragging as conveyed by the UGC vide letter No. FA-1/97 (CPP-II) dated 7th July, 2001 in view of the judgment of Supreme Court in Civil Writ Petition No. 656 of 1998 'Vishwa Jagriti Mission V/s Centre Govt.' given below shall be adhered to strictly: -

(i) Ragging in educational institutions is banned and anyone indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the Institute, suspension from the institution or classes for a limited period or other benefits. (ii) Debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like (v) lodging of FIR to local police. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent. Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any other students, indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher's or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student will be deemed to be an act of ragging.

Hon'ble Supreme Court of India in SLP (c) No. 24295/2004 in the matter of University of Kerala V/S Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/ her explanation is not found satisfactory, the authority would expel him/ her from the Institution.

12. FEE STRUCTURE/HOSTEL CHARGES FOR UNIVERSITY STUDENTS:

A. Amount to be deposited in hostel warden account (Non-Refundable)

Sr. No.	Subject	Amount
1.	Accommodation Charges	600/-
2.	Water & Other Charges	4800/-
3.	Fan/Iron Charges	1000/-
4.	Geyser Charges	250/-
5.	Establishment Charges	900/-
6.	Common Room Charges	350/-
7.	Utensils & Furniture Charges	250/-
8.	Medical Fee (first aid only)	80/-
9.	Charges for additional facility for BN Girls' Hostel	5,500/-
	Total Annual Charges	13,730/-

B. Amount to be deposited in hostel mess account for BN Girls Hostel.

Mess Security	Rs. 3500/- (Refundable)
Servant/Cook Charges/Mess Attendant @ Rs.550/- per month	Rs. 6050/- (For eleven months)
Sports/Cultural Activity	Rs.500/-
Total amount to be deposited in mess account at the time of admission	Rs.10050/-

Note: The mentioned charges of hostel mess are applicable only in case the mess is run on cooperative basis.

1. The hostel fees for one academic session will be charged at the time of admission.
2. The Vice-Chancellor may on the recommendation of the provost exempt blind students from the payment of all hostel charges.
3. Hostel Fee is not refundable in any case.
4. The hostel security will be refunded within one year of leaving hostel. Afterwards no claim will be entertained.

13. Stay Charges for Guest's in Hostel

Rs. 120/- per day per head (exclude meals)

If any outsider is found in the resident's room, the resident will be expelled.

14. Meal/Diet/Special Diet Charges (for University Guest Students Only)

i)	Breakfast	Rs. 50/-
ii)	Lunch	Rs.60/-
iii)	Dinner	Rs.60/-
iv)	Special Diet	Rs. 100/-

Note: Diet charges are subject to change. Special diet facility is only for university employees and may be considered when received in advance from the concerned Department/Employee.

15. Rules for Seat Allotment for session 2025-26

- i) The applications are invited for hostels accommodation in Boys and Girls Hostels for the session 2025-26. Submission of Admission Forms
- ii) The admission in the hostel will be made through Offline Mode. Those students admitted in University Teaching Departments should apply offline by filling up Hostels Admission Form available on www.igu.ac.in.

16. Eligibility

Accommodation in the University Hostels is available only to the bonafide students admitted to University Teaching Programs in the UTD and **Except** the following:

1. Student whose residence/house is within the distance of 60 km from IGU Meerpur.

For providing wrong information, the student will be expelled from the hostel and the matter will be forwarded to the University authorities for strict disciplinary action.

2. The Merit List of only those students should be prepared for admission to hostels whose Village/Towns are more than 60 Km for boys and 50Km for girls away from the University. In case seat remains vacant the condition of distance may be relaxed accordingly.

17. Preparation of Merit List

1. Concerned Chairperson/Director will forward the merit list strictly following the Haryana State Government Reservation policy and the ensuring following criteria for the preparation of merit list.

2. Distance (Max Score: 20)

Score for distance shall be calculated from the table given below:

Distance (KMs)	Score
61-100	2
101-150	4
151-200	6
201-250	8
251-300	10
301-400	12
401-500	14
501-750	16
751-1000	18
Above 1000	20

(i) Academic Merit (Max Score: 30)

- Hostel facilities/accommodation would be denied to hostellers placed in compartment/re-appear/failing.
- Student pursuing 2nd or 3rd PG would not be entitled to hostel accommodation/facilities.
- Academic merit will be calculated by taking 30% of the marks obtained in the qualifying academic programme (in case of new admission). Computation of merit list for admission in

hostels shall be prepared by using the formula:

Academic Merit Store (Out of 30) + Distance Store (Out of 20)

For example, if a student is having 80% marks in previous semester and distance of her/his residence is 355 kms, *his merit score will be computed as follows* $24+12= 36$ i.e 30% of 80= 24 for academic merit + 12 for distance.

The distance will be measured from the residential address city/village as mentioned in residential proof attached by the student and computed through Google Map/verification from the concerned Haryana Roadways office.

The Chairperson/Director should forward the complete list of students to be admitted (as per seat matrix) in one lot. Hard copy of the merit list along with the admission forms is forwarded to the concerned Hostel Warden and a soft copy be forwarded to the office of Chief Warden (Boys/Girls) at email: chiefwarden.rlb@igu.ac.in.

DOCUMENTS/CERTIFICATES TO BE PRODUCED BY THE STUDENTS TO APPLY FOR HOSTEL

1. Duly filled application form attested by the chairperson of concern department.
2. Three Passport size-colored photos (Latest).
3. Two Address Proof.
4. Anti-Ragging affidavit.
5. Character Certificate (for new students). The ex-residents will produce the certificate about satisfaction of the Chief Warden/Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen.
6. No mess dues certificate (Only for existing residents).
7. Photocopy of Identity Card issued by university.
8. Result proof of latest class passed.
9. Undertaking from the students about following all hostel and messrules.
(Duly signed by student and parents/ Guardian)