

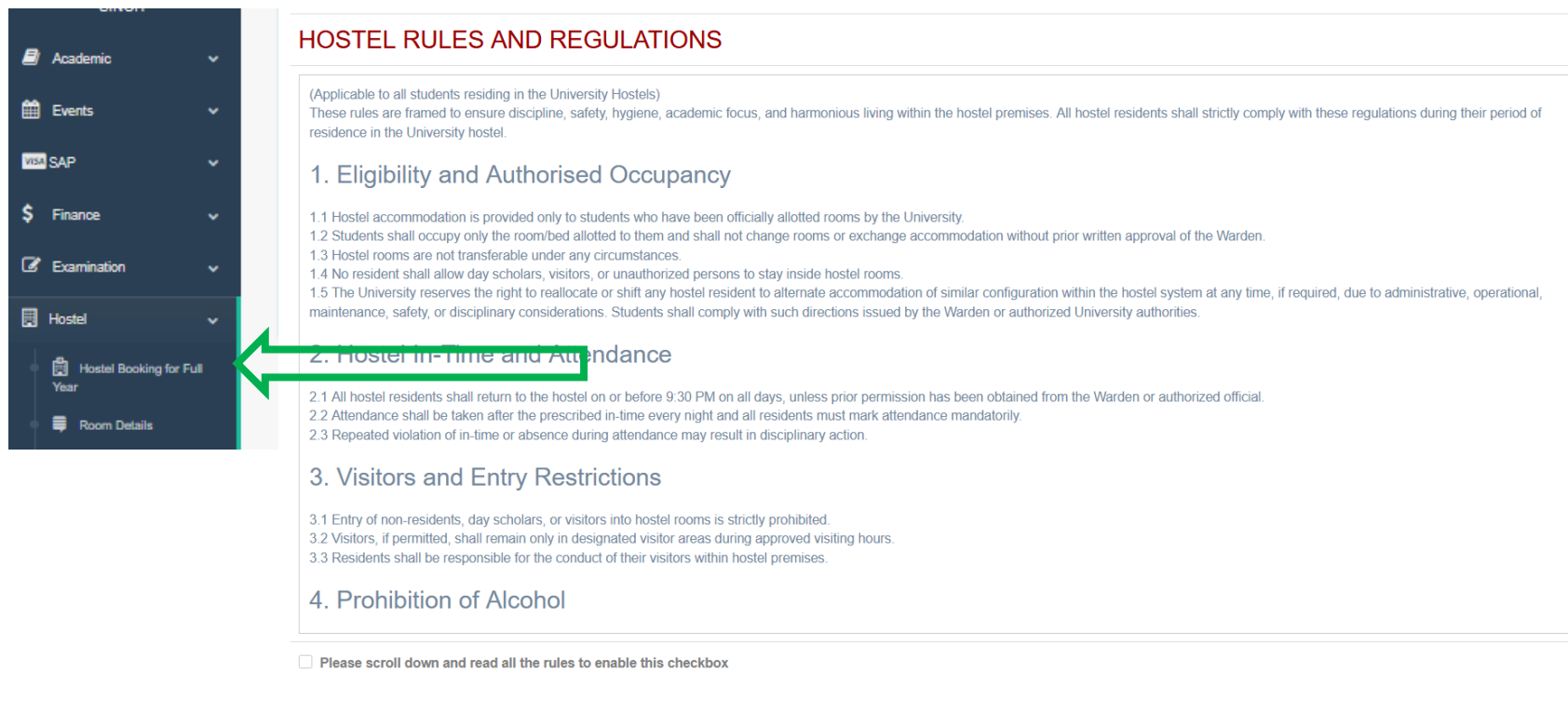
# Guidelines for Online Hostel Booking



Step 1: Log-in to the ***Student Portal*** using the *Registration Number* and *Password*

# Navigate to → “*Hostel*” → “Hostel Booking for Full Year”

- Read through the Hostel Rules and regulation and tick the “I agree to the Hostel Rules and Regulations”



**HOSTEL RULES AND REGULATIONS**

(Applicable to all students residing in the University Hostels)  
These rules are framed to ensure discipline, safety, hygiene, academic focus, and harmonious living within the hostel premises. All hostel residents shall strictly comply with these regulations during their period of residence in the University hostel.

### 1. Eligibility and Authorised Occupancy

1.1 Hostel accommodation is provided only to students who have been officially allotted rooms by the University.  
1.2 Students shall occupy only the room/bed allotted to them and shall not change rooms or exchange accommodation without prior written approval of the Warden.  
1.3 Hostel rooms are not transferable under any circumstances.  
1.4 No resident shall allow day scholars, visitors, or unauthorized persons to stay inside hostel rooms.  
1.5 The University reserves the right to reallocate or shift any hostel resident to alternate accommodation of similar configuration within the hostel system at any time, if required, due to administrative, operational, maintenance, safety, or disciplinary considerations. Students shall comply with such directions issued by the Warden or authorized University authorities.

### 2. Hostel In-Time and Attendance

2.1 All hostel residents shall return to the hostel on or before 9:30 PM on all days, unless prior permission has been obtained from the Warden or authorized official.  
2.2 Attendance shall be taken after the prescribed in-time every night and all residents must mark attendance mandatorily.  
2.3 Repeated violation of in-time or absence during attendance may result in disciplinary action.

### 3. Visitors and Entry Restrictions

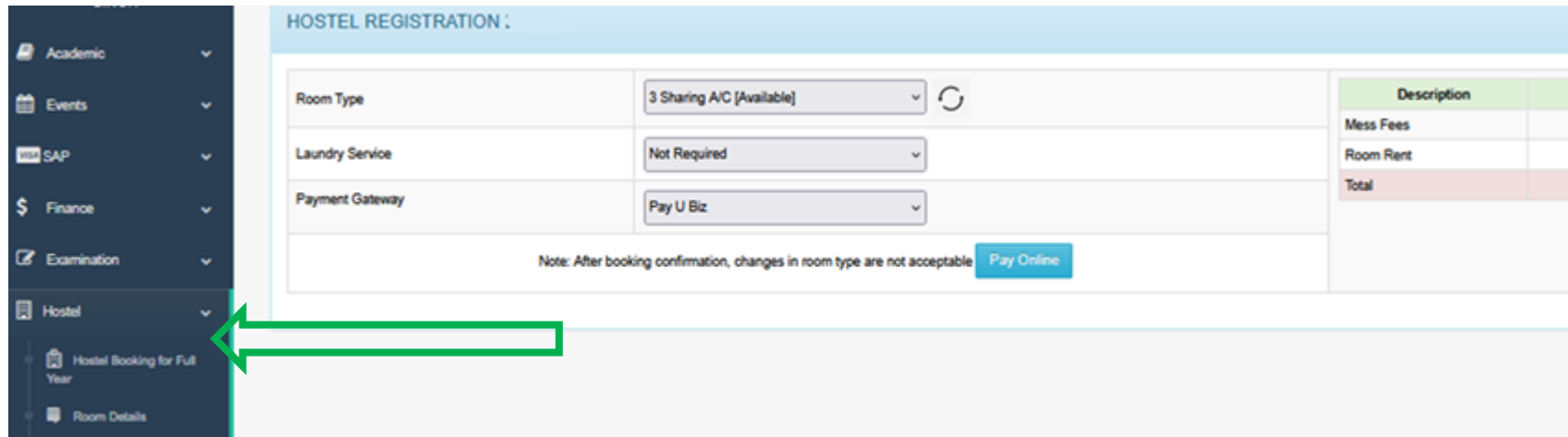
3.1 Entry of non-residents, day scholars, or visitors into hostel rooms is strictly prohibited.  
3.2 Visitors, if permitted, shall remain only in designated visitor areas during approved visiting hours.  
3.3 Residents shall be responsible for the conduct of their visitors within hostel premises.

### 4. Prohibition of Alcohol

Please scroll down and read all the rules to enable this checkbox

Navigate to → “*Hostel*” → “Hostel Booking for Full Year”

- Select the Room type, Laundry Service and Pay online to make your booking



The screenshot shows a web interface for hostel registration. On the left is a dark blue sidebar menu with the following items: Academic, Events, SAP, Finance, Examination, Hostel, Hostel Booking for Full Year, and Room Details. A green arrow points to the 'Hostel' menu item. The main content area is titled 'HOSTEL REGISTRATION :'. It contains three rows of dropdown menus: 'Room Type' (3 Sharing A/C [Available]), 'Laundry Service' (Not Required), and 'Payment Gateway' (Pay U Biz). Below these is a note: 'Note: After booking confirmation, changes in room type are not acceptable' and a blue 'Pay Online' button. To the right is a table with a green header 'Description' and three rows: 'Mess Fees', 'Room Rent', and 'Total' (highlighted in pink).

HOSTEL REGISTRATION :	
Room Type	3 Sharing A/C [Available]
Laundry Service	Not Required
Payment Gateway	Pay U Biz

Note: After booking confirmation, changes in room type are not acceptable [Pay Online](#)

Description	
Mess Fees	
Room Rent	
Total	

# Confirm the Terms and condition to Pay

## TERMS AND CONDITIONS OF PAYMENT SERVICE

Fee Name: Amount : 50.00

If the transaction is successful, it will be indicated in your student portal within **two - three working days**.

Please **check your card limit / Net banking limit before proceeding to online payment**. If the amount to be paid is higher than the limit allowed in your card, you may opt for any of the following measures:

Option1: Kindly get a temporary approval from the concerned Bank to effect the full payment at one time.

Option 2: Your fee shall be displayed component wise. Kindly select individual components (Tuition Fee, Transport fee etc.) so as to make the due amount fall within the limit allowed to you, and make payments through multiple attempts, selecting a different component each time. This approach will allow you to pay the full due amount, but in multiple attempts. PLEASE TAKE DUE CARE to select the components properly, and AVOID selecting the same components in multiple attempts.

If the transaction has FAILED for some reasons, you are REQUESTED TO WAIT for THREE DAYS before trying for payment again, please contact accounts department for any discrepancy of online fee faced by you with reference to any of your transaction.

In any case, make a note of Reference/Transaction Details in case of Net banking or card payment.

### Privacy Policy

The details provided by you shall be utilized only for the purpose of receiving the payments to be made by you to the Institution. All data shall be kept secure, and shall not be divulged to anyone or utilized for any other purpose.

### Cancellation/Refund Policy

There is no automatic cancellation option for the end users

In case of duplicate payment, end user to approach accounts department for refund with proof of the transaction reference/ your bank statement.

**I accept all Terms & Conditions**

Confirm & Pay

THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!

Amount: Rs. 50.00

Transaction ID: 115481

Choose a payment method

PAYU is now PayU biz

Credit Card

Debit Card

Net Banking

Card Type  VISA  MasterCard

Card Number

Name on Card

CVV Number  What is CVV number?

Expiry Date

**Note:** In the next step you will be redirected to your bank's website to verify yourself.

[Pay Now](#)

or Go back to [www.payubiz.in](http://www.payubiz.in)

# Payment Completed

## HOSTEL REGISTRATION

### Payment Completed

Room Type

3 Sharing A/C

Laundry Option

Not Selected

The Room and bed number will be allotted on first come first basis after the complete booking process is completed.

# Room – Bed Allocated

- Room and Bed number will be allotted by system on first come first basis, after the entire booking process is completed
- Please refer to the email from Student Affairs for further details.

Note: Students will be allowed to register for one facility only- either Hostel or Transport, hence, please select carefully.

## HOSTEL REGISTRATION

Hostel registration completed

Room Type                      2 Sharing A/C

Allotted Room No.            KRISHNA - T1 / Level 1 / KR- / Bed -

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