

# Booking a Room in University Student Accommodation

This guide will walk you through reserving a room in the university's student accommodation facility using the student portal.

## Before you begin:

- Make sure you have your course year information readily available.
- You'll need your guardian's details (name and address) to complete the registration.

## Steps:

1. **Log in to the Student Portal:** Access the university's student portal using your login credentials.
2. **Navigate to Hostel Registration:** Once logged in, locate the "Facilities" section and navigate to "Hostel" and then "Hostel Registration."
3. **Select Course Year:** From the dropdown menu, choose your current course year (e.g., "I").
4. **Choose Your Room Type:** Select the type of room you prefer from the available options.
5. **Review and Register:** Carefully review your selections (course year and room type). If everything is correct, click on the checkbox next to the chosen room and then click on the "Register" button.
6. **Complete Online Payment:** After successful registration, you'll be directed to a secure online payment gateway. Proceed with the payment using your preferred method.
7. **Print Admission Form:** Once the payment is complete, you'll have the option to print the official admission form for your accommodation. Submit the same to the accommodation officer on the day of reporting.

**Important Note:** Providing your guardian's details and address is mandatory to finalize the registration process.

**Given below are the step-by-step screen shots for your reference:**

# HOSTEL REGISTRATION FLOW

## FACILITIES » HOSTEL » HOSTEL REGISTRATION

The screenshot shows the 'Student Home' dashboard for Sadiya Noorain. The navigation menu includes: Student Academic Fees Payment, Student Hostel Fees Details, Personal, Academic Schedules, Academic Functions, Facilities, Placements, and Communication. The 'Facilities' dropdown menu is open, showing options like Student Fund Request, Hostel, Mess, Library, Transport Requisition, and Student Route Request. The 'Hostel' dropdown is further expanded to show: Hostel Registration, Leave/Night Out Request, Room Complaint and Maintenance, Room Transfer Request, Room Swapping Request, Room Booking, Room De-Allocation Request, Student Guest Room Requisition, and Maintenance Complaint Request. The dashboard also displays statistics for Announcements, Attendance, Assessment, and Task, along with a 'TODAY'S SCHEDULE' section showing '(No schedule for Today)'. The user profile on the left shows SADIYA NOORAIN, Roll No., and Bachelor of Business Administration.

## SELECT COURSE YEAR – I

The screenshot shows the 'Hostel Registration' form for Jagadish P Suthar. The form includes the following sections and fields:

- Course Year:** A dropdown menu with 'I' selected.
- Gender:** A dropdown menu with 'Male' selected.
- HOSTEL DETAILS:**
  - Policy Name:** Garden City University Hostel Policy
  - Plan Name:** GCU Hostel Plan - July 2024 to June ...
- PARENT/GUARDIAN DETAILS:**

Please enter all your Parent and Guardian Details.  
You can enter details from Home Page - Profile - Guardian Details Tab and Parent Details Tab.

	Father Details *	Mother Details *	Guardian Details *
<b>Name *</b>	Padam Kumar	Vimala Devi	
<b>Contact No. *</b>	9342530119	9342530119	
<b>Address *</b>			
- OTHER HISTORY:** A section for 'Other History' with a text input field.

The form is dated JUL 05, 2024 5:13:56 PM. The user profile on the right shows Jagadish P Suthar, Student.

## SELECT ROOM TYPE

Address \*

**OTHER HISTORY**

Other History

Vehicle Number License Number

**HOSTEL HISTORY**

Hostel History

Building Name	NA	Floor Name	NA
Room Name	NA		

**INFRASTRUCTURE TYPE VIA ADMISSION**

Room Type

Select

- 2 SEATER GALAXY
- 2 SEATER GALAXY
- 1 SEATER GALAXY

**HOSTEL RULES**

Hostel Rules and Regulations

Students should read the rules and regulations before signing the application form (A copy of rules is attached with the application form).

- ? Smoking, Alcohol & Narcotic consumption is strictly prohibited in and around the Hostel premises. Strict action will be taken against offenders.
- ? Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- ? Loitering in the Hostel campus during the class hours will not be appreciated.
- ? The Management & Staff will not be responsible for personal belongings.
- ? Late comers will be penalized.
- ? Students must keep the Campus & Rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
- ? Birthday/Other Celebrations are strictly prohibited in Hostel.
- ? Students must turn off all the electrical equipment's & lights before leaving their rooms.
- ? Students are not allowed to use electric stoves, heaters etc. in rooms except in designated places.

## CLICK ON CHECK BOX AND CLICK ON REGISTER

? Late comers will be penalized.

? Students must keep the Campus & Rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.

? Birthday/Other Celebrations are strictly prohibited in Hostel.

? Students must turn off all the electrical equipment's & lights before leaving their rooms.

? Students are not allowed to use electric stoves, heaters etc. in rooms except in designated places.

? Students are not allowed to organize any group activities in their room.

- Food should be taken only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Students are not allowed to use Mobile phones after 10 pm. Cell phones of those at fault will be confiscated.
- Tipping of Wardens, Security Guards, Cleaning staff etc., is not permitted.
- Visitors are allowed only in AV Room between: 4:30 p.m. and 6:30 p.m. Visitors are not allowed beyond the visiting area. No outside Guest(Students) will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing etc., is required to be entered in the ?Complaints Book?.
- Students should not enter rooms of other students without permission.

- Silence: Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room.

- Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
- Students during their stay in the hostel will be governed by the management rules.

▲ No Documents Available!

I hereby accept all the rules and regulations.

Register

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ONLINE PAYMENT

PRINT ADMISSION FORM