

PROCEDURE FOR GIRLS HOSTEL'S ADMISSION

1. All students seeking admission in the hostel are required to submit duly filled hostel admission form with all the enclosures.
2. The old students can submit their hostel admission forms directly in the hostel office personally duly recommended by the respective Heads of Departments with all required documents, photographs at the commencement of the new academic session.
3. The new students should submit their form to respective Head of the Departments along with their course admission forms and all the required documents and photographs.
4. **Hostel Admission forms will be available in the hostel office or can be downloaded from the University website (www.ggu.ac.in).**
5. Admission in the hostel will be done strictly in accordance with the hostel admission policy of the University. The list of the applicants (new) found suitable for hostel admission will be declared and will be displayed on the respected Departmental notice board. Selected applicants should appear before the warden (Admission In-charge) for the admission formalities with their parents and local guardians on the given date and time.
6. Only after the recommendation of warden (Admission In-charge) and approval of Administrative warden, the applicant can deposit the hostel fees within the given date. If any applicant fails to deposit the fees within the given date her admission will be cancelled.
7. Medical check up of the selected applicants will be done by the University Medical Officer.
8. The room in the hostel will be allotted only after the verification of fees receipt.
9. Hostel admission card will be issued to the applicant at the time of room allotment. Only after showing this card to the Gate Guard the applicant will be allowed to enter into the hostel with luggage.
10. The applicant has to report to the hostel before the last date mentioned in the admission card otherwise hostel authorities would have the right to cancel the admission.
11. For any further enquiry related to hostel admission, the warden (Admission In-charge) can be contacted during the office hours.

12. Hostel residents are required to follow the rules and regulations prescribed for them. The copy of the rules and regulation are displayed on the notice board of the Girls Hostel.
13. Failure to observe discipline or violation of any rule may make a student liable to disciplinary action, which may result in eviction from the Hostel.
14. The hostel administration reserves the right to refuse admission to any applicant without assigning any reason.

Note: HOSTEL SEATS ARE LIMITED

SPECIAL PROVISION FOR OLD STUDENTS

The old students would be given temporary admission at the time of commencement of the academic session in the hostel for one week. The list of eligible students for admission in the hostel will be displayed on the notice board of the Girls Hostel. The students are advised to confirm their name through e-mail/ phone to warden/matron before their arrival. They have to complete admission related formalities within one week of the temporary admission including submission of completed form, fees deposit, physical appearance of parents' guardians etc.

ADMISSION POLICY

1. Priority will be given to those who were admitted during previous academic session and are yet to complete their course on the condition that
 - a. Student has maintained a satisfactory conduct and was not found guilty of any indisciplinary activities in hostel during her stay.
 - b. Students having back log/ supplementary in any of the subjects, will not be allowed for the admission in the hostel
2. Next priority will be given to those candidates admitted to a full time program and are coming from Outside Bilaspur (not residing within 8 km).
3. The seats will be allotted faculty wise. The number of seats allotted to each faculty will be according to the University rules.
4. Reservation will be given as per central government rules.
5. The Deans / Heads of the faculty / Department will recommend the students for the hostel admission.

CHECK LIST OF THE DOCUMENTS/ PHOTOGRAPHS REQUIRED FOR HOSTEL ADMISSION

1. Prescribed completed hostel admission form.
2. Mark sheets of Higher Secondary, Intermediate and Qualifying examinations.
3. Medical Fitness Certificate in the prescribed format (available with hostel admission form).
4. Photographs of applicant, parents and Local guardians (Two photographs of each)
5. Character certificates from the Head of the institution last attended.
6. Caste Certificate (Schedule Caste/ Schedule Tribe/ Other Backward Classes/Handicapped) if needed.

General Rules of Girls Hostel

1. At the time of Admission to Hostel Presence of Inmate's Parents in mandatory.
2. Hostel reporting time will be 6:15 pm in winter and 6:30pm in Summer & No Girls will be allowed to leave the hostel after the hostel reporting time.
3. No hostel inmates will be allowed to leave the Hostel/University campus without the prior permission of warden.
4. Indisciplinary action will be taken to the hostel inmates for their misbehaviors/misconduct to any warden/matrons/co inmates.
5. Parents/Local Guardian/Fax are needed for the medical checkup other then University Doctor time to time/ as per need.
6. All **Medical Expenses** will be bear by the student.
7. In case of illness, the parents will be informed and they are required to report at hostel within 24 hours, failure to which the hostel authority will not bear any responsibility of the girls.

PHONE NO., E-MAIL AND ADDRESS

Wardens

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Matrons

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