



NOTICE

HOSTEL APPLICATION, FEE PAYMENT AND ROOM ALLOTMENT PROCESS

Academic Session : 2026-2027

All students (Second Year Onward) are hereby informed that hostel application, fee payment and room allotment will be completed online through the Hostel ERP portal only. Students must follow the process and timelines mentioned below.

A. IMPORTANT DATES

Activity	Date & Time
Fee Payment Start	23 July 2026 at 06:00 PM
Fee Payment End	25 July 2026 at 05:00 PM
Physical Reporting in Hostel	25 July 2026 to 26 July 2026

All required fee payments must be completed within the above period. Failure to complete payment within the stipulated time may lead to cancellation of application.

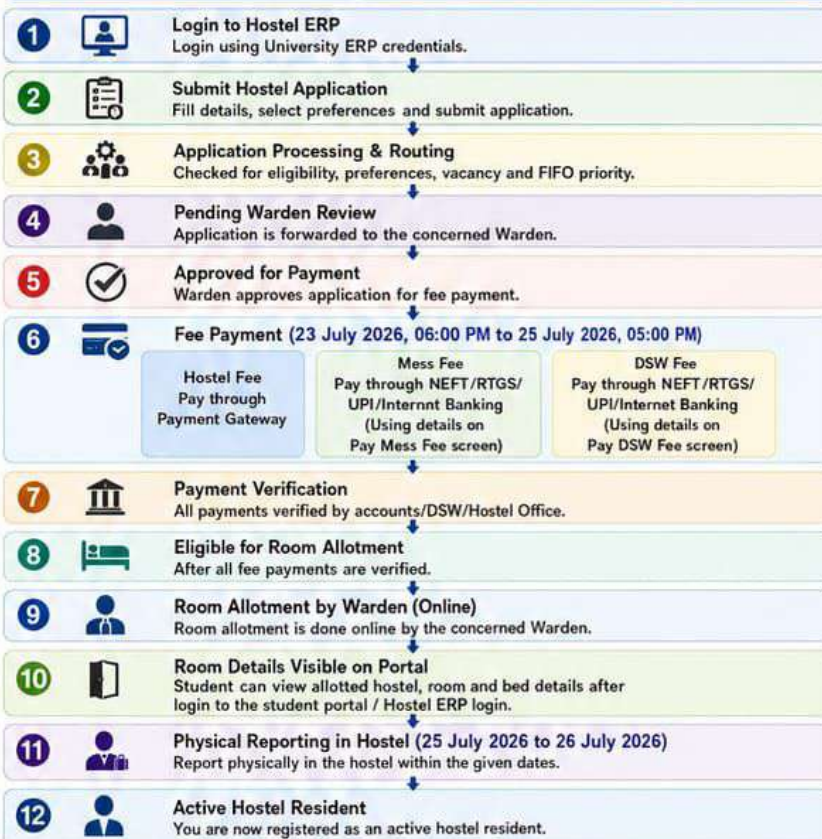
B. FEE PAYMENT METHODS

Fee Component	Payment Mode
Hostel Fee	Online Payment Gateway
Mess Fee	NEFT / RTGS / UPI / Internet Banking
DSW Fee	NEFT / RTGS / UPI / Internet Banking
Applicable DSW Fine	Through Pay DSW Fee Screen (as applicable)

IMPORTANT INSTRUCTIONS

- Hostel Fee will be paid only through the Payment Gateway.
- Mess Fee and DSW Fee will be paid only to the account details shown on the Pay Mess Fee screen and Pay DSW Fee screen.
- Do not combine payments of different fee components.
- Enter correct UTR/Transaction Number and upload proof.
- Payment submission does not mean payment verification.
- Room allotment will be done online by the concerned Warden.
- Room allotment details will be visible through the ERP portal only after login to the student portal / Hostel ERP login.
- Details of allotted room will be visible on the ERP portal only. No information will be provided through phone/WhatsApp/email.

C. STUDENT PROCESS FLOW CHART



D. APPLICATION STATUS - WHAT DOES IT MEAN?

Status	What it Means	Student Action
Draft	Application started but not submitted.	Complete the form and submit.
Application Submitted	Application successfully submitted.	Wait for further processing.
Pending DSW	Application is under review by DSW office.	Wait for DSW review. Check for remarks.
Pending System Routing	ERP is checking eligibility, preference and vacancy.	No action required.
Pending Hold / Waiting for Vacancy	No vacancy available in preferred hostels currently.	Wait. Application will be considered when vacancy opens.
Routed to Hostel	Application has been routed to an eligible hostel.	Wait for Warden review.
Pending Warden	Application is in Warden's queue for review.	Do not make payment yet.
Approved for Payment	Application approved for payment.	Pay all required fees within the given time.
Payment Pending / Under Verification	Payment done/submitted and is under verification.	Wait for verification. Keep receipt safe.
Payment Rejected	Payment details incorrect or not verified.	Check remarks, correct and resubmit.
All Payments Verified	Hostel Fee, Mess Fee, DSW Fee (and Fine) verified.	Wait for room allotment.
Eligible for Room Allotment	You are eligible, application available for allotment.	No action required.
Room Allotted	Room has been allotted to you by the Warden.	View details and follow instructions.
Allotment Locked	Allotment finalized and locked.	Download allotment letter and report to hostel.
Application Declined	Application cancelled/declined due to reasons.	Check remarks and contact concerned authority if required.
Active Hostel Resident	You are registered as active hostel resident.	Follow hostel rules and Warden instructions.

- NOTE :**
- Room and bed allocation will be done online by the concerned Warden only after all fee payments are verified.
 - Room allotment details will be visible through the ERP portal only after login to the student portal / Hostel ERP login.
 - Students must regularly check the ERP portal after login to view allotted hostel, room and bed details.
 - Students must regularly check the Hostel ERP for status updates.
 - For any query, visit Hostel Office or contact the concerned authority.