

University of Engineering and Technology Taxila

Senior Warden Office

No. UET/SW/2023/

Dated: 26-06-2023

Allotment Policy 2023-24 (Sessions 2020, 2021, 2022, and 2023)

This year, the Fall-2023 semester is going to start for all sessions on the same date that is 21st August 2023. This is in contrast to the previous years' practice where the first semester (new entry) used to lag behind the other sessions for a couple of weeks. For this reason, the hostel allotment 2023-24 has to be done before summer vacations. In this regard, the schedule given in the "Allotment Schedule 2023-24" will be followed.

- i.* Students shall make their groups themselves. No. of students in each group must be in accordance with the following table.
- ii.* Each group shall have a **group leader** whose CGPA shall be used for merit determination.
- iii.* The group leader shall be responsible for:
 - a. Data entry of whole group via google forms
 - b. Submission of printed application forms of whole group
 - c. False / Dummy allottees
 - d. Duplicate applications
- iv.* To qualify for hostel allotment on merit basis, your group must be complete and all group members must be eligible. Incomplete groups or groups with any ineligible member (e.g., mess defaulter) shall lose their merit and shall move to bottom of the list automatically.
- v.* Online Application Form Links for all sessions are available on UETT's Hostel Web page: <https://www.uettaxila.edu.pk/Hostels.aspx>
- vi.* Hostel Allotment Application forms are available at the hostel website and also at photocopy shops.
- vii.* Each student is required to attach the following documents with his / her allotment form:
 1. Recent picture (to be pasted at due place)
 2. Student card (UET ID Card) copy
 3. CNIC copy of student + CNIC Father/Guardian
 4. Grade Sheet / Result Card of:
 - a. 5th semester (2020-batch applicants) OR
 - b. 3rd semester (2021 batch applicants) OR

c. 1st semester (2022 batch applicants)

5. Domicile Copy
6. Proof of Current Address (e.g., Electricity Bill)
7. Mess Dues Clearance Form

viii. The allotment will be done on purely merit basis.

ix. In every hostel, the allotment will be done in the following order:

- a. First (Middle) Floor
- b. Second (Top) Floor
- c. Ground Floor

x. Allotment will be made purely on academic merit basis. All groups shall be sorted with respect to the CGPA of group leader and allotment shall be made as per following plan:

MALE STUDENTS				
Sr. No.	Batch	Merit Basis	Hostel	No. of students per room
1	2020-Session	5 th Semester's Result	I-Hall	02
			AB-Hall	02 / cube
2	2021-Session	3 rd Semester's Result	AB-Hall	02 / cube
			Ali-Hall	05 / dorm
3	2022-Session	1 st Semester's Result	Q-Hall	04
4	2023-Session	"First come first served"	JB-Hall	07
			Q-Hall	05
			Ali-Hall	06
5	Foreigners		M-Hall	
			Umar-Hall	
			Usman-Hall	
6	MSc. + X-Cat + S-Cat		M-Hall	

FEMALE STUDENTS				
Sr. No.	Batch	Merit Basis	Hostel	No. of students per room
1	2020		Fatima-Hall	02
2	2021 & 2022		Ayesha-Hall	04
3	2023		Ayesha-Hall	05

xi. After scrutinizing the applications, the hostel administration shall display the merit lists on hostel notice boards / hostel website.

- xii.* Applications with wrong information shall stand cancelled automatically.
- xiii.* A student will apply through **ONLY one group** for allotment. If found guilty of duplicate forms or any incorrect information, his allotment will immediately be cancelled besides initiation of disciplinary action.
- xiv.* Students will occupy the allotted rooms only. **No mutual swap or exchange of rooms is permissible** under any conditions. Those violating these instructions will be dealt as per hostel rules.
- xv.* All resident students are by default mess members of their respective hostels. Each resident student has to pay **Rs. 500/- as monthly mess service charges** irrespective of the number of meals taken.
- xvi.* If a student is allotted a room and he does not want to occupy, he should inform the hostel authorities. Failure to do so will result in disciplinary action.
- xvii.* In case one (or more) room-mate(s) do not occupy the room, the other room-mate(s), especially the group leader, should immediately inform hostel authorities about the vacancy(-ies). Otherwise, the allotment of all roommates will be cancelled.
- xviii.* Students are advised in their own interest to start depositing their **outstanding mess bills** immediately via HBL Kconnect to avoid delay in allotment.
- xix.* The students involved in any indiscipline in the university are not eligible for hostel accommodation.
- xx.* The mess defaulters are not eligible for hostel accommodation.
- xxi.* All the resident students are required to take their precious belongings / valuables with them to their homes. The hostel / university administration shall not be responsible in this regard.
- xxii.* During the shifting process, all the resident students are instructed to vacate their rooms in a peaceful and civilized manner. In case of any damage / vandalism, all the roommates shall be responsible and shall be heavily fined.
- xxiii.* Students are required to use locks with keys. Number locks are not reliable and hence are not allowed to use.
- xxiv.* The hostel administration reserves the right to change the allotment policy at any time in the greater interest of the resident students

**Hostel Allotment Policy 2023-24 can be viewed at
<http://www.uettaxila.edu.pk/hostels> under “Notices” tab.**

Prof. Dr. Adnan Habib
(Senior Warden)

Copy to:

1. All Wardens
2. All RTs
3. All heads of Academic Departments
4. SVC