University of Engineering and Technology Taxila
Senior Warden Office

No. UET/SW/2022/   Dated: 06-09-2022

1. <u>Allotment Policy 2022-23 (Session 2019, 2020, 2021)</u>

i. The students involved in any indiscipline in the university are not eligible for hostel accommodation.

ii. Firstly, allotment applications will only be received ONLINE on the prescribed google form link of which is https://forms.office.com/r/GZFEnt42ZQ. Secondly, each student will produce a hardcopy of allotment form (available at the university website and photostat shops) at the time of physical allotment. Students are required to attach following documents with the allotment form:

1. Recent picture (pasted at due place)
2. Student card (UET ID Card) copy
3. CNIC copy of student + CNIC Father/Guardian
4. Latest Grade Sheet / Result Card Copy
5. Domicile Copy
6. Proof of Current Address (e.g., Electricity Bill)
7. Last Paid Mess Bill copy
8. Mess Dues Clearance Form

iii. **Each student will fill in his details on online google form individually.**

iv. **At the time of physical allotment each student will also bring a hardcopy of form with him on individual basis.**

v. Allotment will be made purely on academic merit basis. The last declared result's CGPA (available on university website) will be stated by each student and later verified by hostel administration. All the applicant students will be sorted descending on CGPA basis and starting from the **student with top merit, each shall be called to give names, hardcopy forms and produce his roommates (group members) before the hostel administration for the purpose of identification and subsequent allotment.**

vi. **Allotment of 2019-session** will be made in cubicles of **I-Hall** and cubicles of **Abu Bakar-Hall**.
vii. **Allotment of 2020-session** will be made in dorms of **Abu Bakar Hall**.
viii. **Allotment of 2021-session** will be made in dorms of **Q Hall**.
ix. **Allotment of 2022-**session will be made in **JBH-Hall**.
x. **Left-over students will be allotted dorms of Ali-Hall.**

xi. **A student will only submit one form for allotment**. If found guilty of duplicate forms or any incorrect information, his allotment will immediately be cancelled besides initiation of disciplinary action.

xii. 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.

xiii. 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.

xiv. In case one (or more) room-mate(s) do not occupy the room, the other room-mate(s) should immediately inform hostel authorities about the vacancy (-ies). Upon inspection if found guilty the entire allotment will be cancelled.

xv. All the applicants must be **physically present** on the day of allotment.

xvi. Final allotment lists will be displayed on hostel notice boards after completion of allotment process.

xvii. Students are advised in their own interest to start depositing their outstanding mess bills ONLINE to avoid any loss of time.

Allotment schedule for Session 2019, 2020, 2021

- Approval/Display of allotment policy   07-09-2022
- Submission of Online Applications   08-09-2022 to 13-09-2022
- Applications Processing/Scrutiny   14-09-2022 to 15-09-2022
- Allotment of Session-2019   16-09-2022
- Allotment of Session-2020   17-09-2022
- Allotment of Session-2021   18-09-2022
- Shifting deadline   24-09-2022
- Allotment of Session-2022 (New Entry) *   25-09-2022

*The allotment policy/procedure for entry-2022 is different and being implemented by the concerned hostel officials.

Hostel Allotment Policy 2022-23 can be viewed at http://www.uettaxila.edu.pk/hostels under "Notices" tab.

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