

# University of Engineering and Technology Taxila

## Senior Warden Office

No. UET/SW/2024/

Dated: 22-07-2024

### Allotment Policy 2024-25 for 2021, 2022, and 2023 Sessions (Fall-2024)

The process of fresh hostel allotment for sessions 2021, 2022, and 2023 is going to start from 25<sup>th</sup> July 2024. In order to maximally facilitate the resident students of UETT, the following schedule will be followed.

<b>Deadline for 2020 Session Students for Vacating Rooms</b>
<b>25-07-2024</b>

<b>ALLOTMENT SCHEDULE FOR SESSIONS 2021, 2022, and 2023</b>	
Submission of Online Applications / Data	<b>26-07-2024 to 02-08-2024</b>
Applications Processing / Scrutiny	<b>02-08-2024 to 05-08-2024</b>
Display of List of Allotted Rooms	<b>06-08-2024</b>
Collection of Allotment Slips (in person)	<b>06-08-2024 ~ 08-08-2024</b>
Deadline for shifting to new allotted room	<b>09-08-2024</b>
Deadline for submission of hostel dues	<b>As notified by dues section</b>

- A.** Students shall make their **GROUPS** themselves. No. of students in each group must be in accordance with the table mentioned at sr. no. H.
- B. Student # 01** of each group shall be **GROUP LEADER**. The group leader shall be responsible for:
- Data entry of whole group via google forms
  - Correct biodata of each member especially father/guardian contact no.
  - Reporting False / Dummy allottees (throughout the room occupancy)
  - Duplicate applications / entries
  - Room maintenance, discipline maintenance etc. (throughout the room occupancy)
- C.** 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.
- D.** The allotment will be done on purely merit basis. For merit calculations, **AVERAGE CGPA of each group** shall be used.
- E.** Applications with wrong/false information shall stand cancelled automatically.
- F.** A student will apply through **ONLY one group** for allotment. If found guilty of duplicate forms or any false, his/her allotment will immediately be cancelled besides initiation of disciplinary action.
- G.** In every hostel, the allotment will be done in the following order:
- First (Middle) Floor
  - Ground Floor

c. Second (Top) Floor

H. Allotment will be made purely on academic merit basis. All groups shall be sorted with respect to the **AVERAGE CGPA OF GROUP** and allotment shall be made as per following plan:

MALE STUDENTS				
Sr. No.	Batch	Merit Basis	Hostel	No. of students per room
1	2021-Session	5 <sup>th</sup> Semester's Result	AB-Hall	02 / cube
			AB-Hall	04 / dorm
2	2022-Session	3 <sup>rd</sup> Semester's Result	Q-Hall	04 / dorm
3	2023-Session	1 <sup>st</sup> Semester's Result	JBH-Hall	05 / dorm
			Ali-Hall	05 / dorm

I. After scrutinizing the applications, the hostel administration shall **display the ALLOTMENT LISTS** (mentioning allotted room numbers) on hostel notice boards / hostel website / WhatsApp groups.

J. To collect the **ALLOTMENT SLIP**, all the roommates must APPEAR PHYSICALLY before the hostel administration. Each group member **MUST** bring with him the following:

- a) Recent color picture (passport size)
- b) Student's UET ID Card (Original and copy)
- c) Student's CNIC (Original and Copy)
- d) Copy of CNIC of Father/Guardian
- e) Grade Sheet / Result Card of:
  - a. 5<sup>th</sup> semester (2021-batch applicants) OR
  - b. 3<sup>rd</sup> semester (2022 batch applicants) OR
  - c. 1<sup>st</sup> semester (2023 batch applicants)
- f) Domicile Copy
- g) Proof of Current Address (e.g., Electricity Bill)
- h) Mess Dues Clearance Form

K. 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.

L. All resident students are by default mess members of their designated messes. Each resident student has to **pay Rs. 550/- as monthly mess service charges** irrespective of the number of meals taken.

M. 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.

N. 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.

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

P. The **mess defaulters** are not eligible for hostel accommodation.

- Q.** All the resident students are responsible for their precious belongings / valuables themselves. Students are required to use locks with keys. Number locks are not reliable and hence are not allowed to use in all halls of residence.
- R.** 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 in addition to loss compensation.
- S.** The hostel administration reserves the right to change the allotment policy at any time in the greater interest of the resident students.
- T.** The following fields must be filled in on online google forms:
- |                        |                                     |
|------------------------|-------------------------------------|
| (a) Student's Name     | (g) Home Address                    |
| (b) Father's Name      | (h) District of Domicile            |
| (c) Student's CNIC No. | (i) Student's Contact No. (Mobile)  |
| (d) Department         | (j) Contact No. (Father / Guardian) |
| (e) Registration No.   | (k) UET official email ID           |
| (f) Student's CGPA     | (l) Current Mess No.                |
- U.** The **DEADLINE** for hostel allotment application form is **02-08-2024**.
- V.** Online Application Form (**Session 2021**) is available on the following link:
- <https://forms.gle/DCMTEj5rUTkjtYQp9>**
- W.** Online Application Form (**Session 2022**) is available on the following link:
- <https://forms.gle/28kmK2a7WA4nyUBMA>**
- X.** Online Application Form (**Session 2023**) is available on the following link:
- <https://forms.gle/A4xnSQyA5osybtaa6>**
- Y.** Hostel Allotment Policy 2024-25 can be viewed at:
- <http://www.uettaxila.edu.pk/hostels>**
- under "Notices" Tab.

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**Prof. Dr. Adnan Habib**  
(Senior Warden)

Copy to:

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