HOSTEL PORTAL

* DATABASE of each hostel residence (branch-wise) has to be uploaded on the portal. The information includes photograph, name, contact number, degree details and room number along with hostel. Access to the student profile will be given to CCOW, Admin Warden, Warden and Convener of the Hostel Committee.
* Online hostel allotment

1. A no dues certificate for the hostel residence will be confirmed by Hostel Admin Warden.
2. Student would go physically to the hostel office for allocation.
3. The hostel rooms vacant and allocated would be shown on the hostel portal. Once the allocation starts the vacancy of rooms will be updated every day.

* At the end of every semester mess bills and the refunds to be uploaded for every hostel on the hostel portal.>>>Mess bill should be personalized for every student or should it be a common one which used to be pinned on the notice board.<<<
* Any hostel related notification will be uploaded on the portal by the concerned authority- CCOW and Admin Warden/ Warden.
* A link to for the grievances to the Grievance Committee will be made available on the portal.
* Contracts, work to be carried out in hostels in the respective sessions and hostel related tenders have to be uploaded by the concerned authorities- CCOW and IWD.
* Contacts (Contact number and email-id ) of Authorities (CCOW , Admin Wardens, Wardens), Hostel Staff (Caretakers), Hostel Committee of Parliament and HECs ( Hostel Executive Committee) to be uploaded on the portal in every session.
* Documents such as Hostel Constitution, Mess Policy and Hostel Maintenance Policy have to be uploaded on the portal.

\* Should there be different portal link for CCOW,Admin wardens,Wardens etc than the student?

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