



Visva-Bharati  
Santiniketan

### ONLINE HOSTEL-APPLICATION PROCESS, 2019

## **NOTICE: for Existing Students who have NOT Received Hostel Allotment**

All existing Visva-Bharati regular course students who:

- (i) had applied for hostel accommodation earlier (offline/manually) and whose names did not feature in the hostel-allotment lists; and/or,
- (ii) who had not applied for hostel accommodation earlier at all but wish to apply for the same now ...

in order to reside in the various hostels under Visva-Bharati are hereby asked to note the following important information:

1. We are initiating the Hostel Digitisation Process from this academic semester: July-December 2019.
2. All existing Visva-Bharati students who are under the abovementioned point (i) and (ii) are asked to see below:

### **Application procedure:**

- Go to – **www.visvabharati-hostel.com**
- Click on – ‘Apply for Hostel’ button
- Fill in your details – VB Student ID, Name, sex, department, course, address, PIN code....
- Upload your recent passport-size photograph and scanned copy of your signature.
- Click on ‘Submit’ button
- OTP will be sent to your mobile (*please note that an OTP will be used to verify your mobile number*)
- Enter OTP and ‘Confirm’ it
- Take a print out of the application receipt. (*This receipt will be needed at the time of allotment*).

### **Selection/allotment procedure:**

1. Preparation of the allotment lists will be done on the basis of **distance** (in kilometres between Santiniketan 731 235 and parents’/guardians’ residential address; substantiated by proof) and **marks** (best five subjects or CGPA) obtained in the last public examination.
2. *Kindly note* that as we do not have enough hostel seats for all applicants, all vacant and available hostel seats at the beginning of each odd semester will be divided between all Bhavanas and departments based upon their student-intake; that is, each Bhavana and department will be given a commensurate number of hostel seats based on the number of available seats in both girls’ and boys’ hostels and the intake of new students in each course of the department.
3. **NOTE:** 90% of available hostel seats are reserved for new applicants who join the various regular courses at Visva-Bharati; the rest 10% of the seats will be allotted to existing students who did not get hostel allotment at the time of their entry to the various courses.
4. Applications for Hostel Accommodation is valid for one year only (July this year to June next year; students will have to apply afresh every odd-semester in July once again)

5. As Visva-Bharati is a central university, all Government of India rules on various reservations are strictly followed in the process of allotting all hostel seats.

**Allotment lists**, Bhavana and Department wise with the scores (based on distance and marks; see #1 above) of all applicants would be published by July/August each year.

All lists will be published on the hostel website 'Notice' section at [www.visvabharati-hostel.com](http://www.visvabharati-hostel.com)

Students who have been allotted hostel seats will get an SMS and email alert containing log-in information which they will need in order to access their hostel-boarder profile page on the Visva-Bharati Hostel website.

Allotted students **must** complete the necessary monetary transactions online after using their log-in credentials on their hostel-boarder profile page. (Payment options are available on the hostel-boarder profile page).

**Payment must be done within 2 (two) days of receipt of email/SMS.**

**Student Alert:** Failure to pay the requisite fees within the stipulated time will result in the cancellation of hostel allotment and s/he will not be considered for hostel allotment for one year.

**Payment** will be done through online mode only.

After successful completion/confirmation of the payment, relevant and appropriate hostel allotment card and hostel specific identity card will be issued to the allotted student.

S/he will collect the cards from the Proctor's Office only on production of the following original documents:

- i) Visva-Bharati Admission slip
- ii) Visva-Bharati Hostel Application receipt
- iii) Address proof (as per government authorised list: Aadhar, EPIC, passport, driving licence, bank passbook, PAN, ration card, birth certificate, etc.)
- iv) Mark-sheet of the last public examination
- v) Caste/Differently-Abled certificates (If Applicable)

**Please note that confirmation of hostel allotments is subject to verification of the above documents; any discrepancy(s) regarding uploading of data on the website by the student with original documents produced will also result in cancellation/withdrawal of hostel allotment.**

Allotment Card and Hostel Identity Card will be issued after the payment of fees, the verification time of the above-mentioned documents will be between 10:30 and 12:30 at the Proctor's Office; the same may be collected on that day itself between 03.30 to 6.30 pm from the Proctor's Office only. **Please stick strictly to the time-frames for smooth running of the system.**

All documents must be produced in the original and one set of self-attested photocopy of each document (to be retained by the office) are to be submitted at the time of reporting.

After collecting the cards s/he must report to the hostel warden and occupy the hostel seat within two days; failure to do the same (moving into the hostel and occupying the appropriate allotted seat/bed) within the stipulated time will result in the cancellation of hostel allotment.

For any **queries and complaints** regarding **hostel automation ONLY**, please call or WhatsApp # 7908160981 **between office hours ONLY** (10:30 am to 06:30 pm Friday through Tuesday; Wednesdays, Thursdays and other holidays excepting), or, kindly email us at [vbhostel@visva-bharati.ac.in](mailto:vbhostel@visva-bharati.ac.in)