**Visva-Bharati**
**Santiniketan**

# ONLINE HOSTEL-APPLICATION PROCESS 2019

Once a student has got admission after counselling to any regular course at Visva-Bharati and obtained the Visva-Bharati Student ID (eleven-digit code printed on the admission slip), all interested students may **apply for hostel accommodations online** immediately.

Newly admitted students **must** apply online for hostel accommodations **within two (2) days** of their counselling. *Students may also apply at later dates; but early applications will result in quicker hostel allotments.*

*Application procedure*:

- Go to – **www.visvabharati-hostel.com**
- Click on – 'Apply for Hostel' button
- Fill in your details – name, sex, department, course, VB ID , address, PIN code, etc
- 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. 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)

4. As Visva-Bharati is a central university, Government of India rules on reservation are strictly followed in the process of allotting 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 on the **second working day** after *every* counselling date (kindly note that Wednesdays and Thursdays are weekly holidays at Visva-Bharati).

As there are multiple counselling dates, there will be a continuous process of publication of allotment lists based upon the number of applications received during that stage.

All lists will be published on the hostel website 'Notice' section 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 through State Bank Collect only. (www.onlinesbi.com/sbicollect/icollecthome.htm)

**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.

**Payment** must be done through **online mode only** through **SBI-Collect (State Bank Collect) 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) SBI-Collect (State Bank Collect) Payment Receipt (printout of Hostel Fees payment receipt)
  iv)  Address proof (as per government authorised list: Aadhar, EPIC, passport, driving licence, bank passbook, PAN, ration card, birth certificate, etc.)
  v)   Mark-sheet of the last public examination
  vi)  Caste/PWD certificate.

**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**.

After collecting the cards, he/she 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**

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Proctor's Office
Visva-Bharati, Santiniketan
June, 2019

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