



Visva-Bharati
Santiniketan

ONLINE HOSTEL-APPLICATION PROCESS, 2019

NOTICE: for EXISTING VALID BOARDERS

All **existing valid boarders** who are already residing 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. In order to build up the perfect database for smooth running and monitoring of the system we are in the process of uploading all data pertaining to all existing boarders onto our website.
3. Keeping the above markers in mind, students are hereby intimated that in the immediate future (by July 2019) each existing boarder will receive an SMS and an email on their registered mobile number and their email ID. The SMS/email will comprise an unique user ID and password. Using this user ID and password, each existing boarder is requested to **log onto the Visva-Bharati Hostel Website www.visvabharati-hostel.com and go to the hostel boarder profile page and check the data uploaded against each existing boarder.**
4. All existing boarders are asked to **complete uploading all relevant data** required in their hostel boarder profile on the Visva-Bharati Hostel Website and **upload a recent passport sized photograph and a scanned copy of their signature.** **Boarder Alert:** Kindly complete the entire process of updating your Boarder-Profile or correction of Boarder Data within 15.07.2019.
5. All existing boarders are also asked to change their passwords once they login using the system generated password that is sent to them through the SMS/email.
6. Kindly note that all existing boarders without email ID or mobile phone, OR, all boarders who possess email ID and/or mobile phone but the same is not registered with the Office of the Proctor, Visva-Bharati, are requested to **immediately contact the Proctor's Office** to collect, fill-up and submit the **Data Correction Form**. Physically Differently-Abled boarders will receive all help in such matters from the Proctor's Office. The Data Correction Form will also be **available online** on the Visva-Bharati Hostel Website.
7. Once the existing boarder has successfully uploaded all relevant information including the photograph and signature, s/he will now have to use this online interface for all Hostel related work/issues including payments, complaints etc.

Proctor's Office
Visva-Bharati, Santiniketan
June 2019