



KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY

Standard Operating Procedure (S.O.P.) for Admission to University Hostels

This Standard Operating Procedure (SOP) applies to students enrolled in regular programmes at Krantiguru Shyamji Krishna Verma Kachchh University who wish to seek admission to the University hostels. Applicants must strictly follow the procedure outlined below.

1. Read the Rules, Regulations and Undertaking Letter of the University Boys'/Girls' Hostels (<https://www.kskvku.ac.in/downloads/forms/Hostel%20Rules.pdf>).
2. Download the Hostel Admission Form from the University website and print it on legal-size paper (<https://www.kskvku.ac.in/downloads/forms/Hostel%20Admission%20Form.pdf>).
3. Obtain the hostel fee challan from the Clerk's Office, Ground Floor, A-Block, and pay Rs. 50/- at the Union Bank of India, University Branch, on campus.
4. Complete the form carefully and provide all requested information. Attach self-attested copies of the documents required by the form. The Head of Department (HoD) must verify the student's photo. The applicant's and parents' signatures are also required. Read all instructions on the form.
5. Submit the original completed form with all supporting documents, Undertaking Letter and the office copy of the Rs. 50/- challan to the Clerk's Office, Ground Floor, A-Block. Obtain a receipt for the submitted form.
6. Submission of the form does not confirm hostel admission.
7. The University will review all submitted forms. Incomplete forms will be rejected without further notice.
8. The University has a total of 88 hostel rooms (44 on the ground floor and 44 on the first floor).
9. Forty (40) rooms on the first floor will be allocated to continuing students (second year and above, including students in integrated programmes).
10. Four (4) rooms on the first floor will be reserved for regular Ph.D. scholars.
11. Forty (40) rooms on the ground floor will be allocated to newly admitted students.
12. Three (3) rooms on the ground floor will be reserved for MBA regular students, whose admissions are usually finalized later.
13. The University will separate applications into categories for senior students, junior students, and Ph.D. scholars.
14. Separate merit lists will be prepared in accordance with the reservation policy of the Government of India and the Government of Gujarat.



15. For fresh entrants, graduation marks (or HSC marks in the case of five-year integrated programmes) will be considered for merit list preparation.
16. For continuing (senior) students, marks from the last semester will be considered for merit list preparation.
17. For Ph.D. scholars, marks obtained in the personal interview will be considered for the merit list.
18. The University will prepare and publish a provisional merit list on the University website. A minimum of three (3) days will be provided for submission of queries, doubts, or grievances.
19. After reviewing any submissions, the University will publish the final merit list of students whose hostel admission is confirmed. A waiting list will also be published.
20. Confirmed candidates must pay the hostel semester fee of Rs. 3,600/- per semester, plus Rs. 1,000/- (extra), immediately after confirmation. The fee structure/waiver shall be applicable for students belonging to reserved categories as per university norms.
21. The semester fees are non-refundable. In case any student vacates the hostel due to discontinuation of academics or admission to another hostel, the fees will not be refunded under any circumstances.
22. For fee payment, the candidate listed in the merit list must collect the challan from the respective hostel warden, pay the semester fees at the Union Bank of India, University Branch, submit the office copy of the challan to the warden. Payment of fees will confirm hostel admission.
23. If a candidate fails to pay fees within the specified time frame, the admission will be cancelled and the vacancy will be offered to a candidate on the waiting list. No requests for reconsideration will be entertained.
24. Students may occupy their rooms immediately after paying the fees.
25. Admission confirmation shall be valid for one year only. For the following year, students must apply again for hostel admission by submitting a fresh application.
26. Students must vacate the hostel during the vacation period, as the University will conduct regular maintenance or development work during this time. Alternatively, the hostel may be utilized for other University or government-related tasks.
27. Students whose admission is confirmed must strictly follow the rules and regulations of the University hostel.

