



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY SHIMLA
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL
DISTRICT SHIMLA, HIMACHAL PRADESH-171014
Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802
Website: <http://hpnlul.ac.in>

No. HPNLU-B (15)-96(D.S.W.)/2023-

Dated: 21/07/2023.

STANDARD OPERATING PROCEDURE FOR ALLOTMENT OF HOSTELS

In compliance with the University Regulations and for the smooth allotment of the hostels, the following Standard Operating Procedure (SOP) is being adopted. The SOP is required to be observed strictly.

1. Allotment of Hostels

- 1.1 The Wardens of the respective hostels will allot the accommodation to a duly enrolled student. The Office of the Dean Students Welfare will provide the list of Admitted Students to the respective Wardens.
- 1.2 All the allotments shall be made on physical verification of the required documents presented by the student.
- 1.3 Students are required to go to their respective hostels (See the table attached below) and be physically present there at the time of allotment. No accommodation shall be allotted in absentia.

2. Admission Form

- 2.1 Each resident is required to fill out the **Admission Form** enclosed as **Annexure-1**. Before verifying the Admission Form, the Warden on duty shall ensure that the resident has supplied Mess Fee Receipt.
- 2.2 A room inventory checklist, including furniture, appliances, and room amenities, shall be prepared to ensure that everything is accounted for during the allotment.
- 2.3 Special care is required in collecting the mobile number and email ids of the parents. The warden on duty shall verify the correctness of the mobile number provided by the resident.

3. Hostel Inventory

- 3.1. Each resident shall be required to sign the **Hostel Allotment/Clearance Form** during the allotment of the accommodation.
- 3.2 It shall be the duty of the Warden to ensure that the resident has signed the duly filled Hostel Allotment/Clearance Form indicating the items issued to him/her.
- 3.3 Each resident will be provided with the items-
 - a. Bed/Bed-box
 - b. Study Table
 - c. Study Chair
 - d. Almirah
- 3.4 All residents must bring/ purchase the following items –

- a. Mattress (6*3 Single Bed Standard Size)
 - b. Bedsheet and Bed Cover
 - c. Blankets
 - d. Pillow
 - e. Bucket and Mug
 - f. Chargeable Emergency Lights
- 3.4 Apart from the above, each room will have some common fixtures such as a fan, tube light/bulb, and window/doors, general fixtures of the attached washrooms listed in the Hostel Allotment/Clearance Form. It shall be the duty of the resident to check the items provided, and report damaged/dysfunctional items, if any, to the warden immediately.
- 3.5 After completion of allotment of accommodation by the Warden, the allotment will be verified by the Associate Dean Students Welfare or Associate Dean Students Welfare (Women), as the case may be, and the report shall be presented to the Office of Dean Students Welfare on a daily basis as per the format enclosed as Annexure-2.
- 3.6 After closing the Hostel Admissions, the respective wardens, shall forward the Admission Forms to the Office of Dean Students Welfare.

ADMINISTRATIVE ARRANGEMENTS DURING HOSTEL ALLOTMENT

Sr. No.	Program /Batch	Name of Hostel	Warden in-Charge	Supervision
GIRL'S HOSTELS				
1.	B.A./B.B.A. LL.B. (2023-28) & LL.M. (2023-24)	Rishika Maitreyi Girls Hostel	Dr. Chandreshwari Minhas (9418014890) Ads.women@hpnlu.ac.in Additional Duty: (1) Ms. Versha Mehta (8894024290) (1) Ms. Kalyani Acharya (7018556285)	ADSW (W) Dr. Chandreshwari Minhas (9418014890) Ads.women@hpnlu.ac.in
2.	LL.M. (2023-28)	Rishika Maitreyi Gargi (15 seats only, and will be allotted on inter-se merit) & Rishika Gargi Girls Hostel (16 Miles Building)		
BOY'S HOSTEL				
3.	B.A./B.B.A. LL.B. (2023-28)	Rishi Agastya Boy's Hostel	Dr. Rohit Sharma (9459251254) rishiagastya.warden@hpnlu.ac.in Additional Duty: (1) Mr. Tijender K. Singh (6230504369)	ADSW Dr Ved Prakash Sharma (8988041212) Ads@hpnlu.ac.in
4.	LL.M. (2023-24)	Rishi Shankaracharya Complex (Galog Building)	Dr. Arun Klair (9417273800) rsh@hpnlu.ac.in	

Sd-
Dean Students Welfare