



No. UET/SW/2018/271  
Dated: 15-08-2018


1. PUC is the approval of Hostel Allotment Policy 2018-19 (Sessions 2015, 2016 and 2017).
2. In the meeting of all wardens with Senior Warden held on 02-08-2018, Allotment Policy for year 2018-19 (Sessions 2015, 2016 and 2017) was decided after thorough deliberations.
3. The following consensus were developed regarding the hostel allotment:
  - Allotment shall be made purely on merit.
  - Roommates (Group Members) shall be decided by the student having top merit among the group.
  - Allotment shall be made according to designed capacity of each hostel. Currently, all halls of residence are overloaded and this overloading is the major source of many problems faced by resident students.
  - Detailed allotment policy is attached herewith as **Annex-I**.
4. No. 3 submitted for approval from competent authority.

  
16-08-18  
**Dr. Muhammad Obaid Ullah**  
(Senior Warden)

~~VICE CHANCELLOR~~

Approved

  
16-08-18

S.W.  
Ward  
Kindly get it uploaded on the web  
Dr. Obaidullah 

VICE CHANCELLOR'S OFFICE  
NO 3402 DATED 16 08 18

# University of Engineering and Technology Taxila

## Senior Warden Office

No. UET/SW/2018/271

Dated: 15-08-2018


### 1. Allotment Policy 2018-19 (Session 2015, 2016 and 2017)

- i.* All students will vacate hostels during summer vacations.
- ii.* The students involved in any indiscipline in the university are not eligible for hostel accommodation. [Ref: Clause 24.1 of UG Prospectus 2017]
- iii.* Applications will be received only on prescribed form. Allotment forms are available at the University Photostat shops. Students are required to attach following documents with the allotment form:
  1. Recent picture (pasted at due place)
  2. Student card (UET ID Card) copy
  3. CNIC copy of student + CNIC Father/Guardian
  4. Latest Grade Sheet / Result Card Copy
  5. Domicile Copy
  6. Proof of Current Address (e.g., Electricity Bill)
  7. Last Paid Mess Bill copy
  8. Mess Dues Clearance Form
- iv.* **Each student will submit his form on individual basis.** Allotment will be made purely on academic merit basis. All the applied students will be sorted on CGPA basis and a group of appropriate number of students shall be constituted. **Student with top-most merit shall be called and he will give name of his roommates (group members).** A room will be allotted to each such group on merit basis.
- v.* **Allotment of 2015-session will be made in I-Hall and Abu Bakar-Hall.**
- vi.* **Allotment of 2016-session will be made in Q-Hall and Abu Bakar Hall.**
- vii.* **Allotment of 2017 session will be made in JBH-Hall and Ali Hall.**
- viii.* **A student will only submit one form for allotment.** If found guilty of duplicate forms or any incorrect information, his/her allotment will immediately be cancelled besides initiation of disciplinary action.
- ix.* Students will occupy the allotted rooms only. **No mutual swap or exchange of rooms is permissible** under any conditions. Those violating these instructions will be dealt as per hostel rules.
- x.* If a student is allotted a room and he does not want to occupy, he should inform the hostel authorities. Failure to do so will result in disciplinary action.

- xi.* In case one (or more) room-mate(s) do not occupy the room, the other room-mate(s) should immediately inform hostel authorities about the vacancy. Upon inspection if found guilty his/their allotment will be cancelled.
- xii.* Students are required to submit their allotment forms to the following officials:
- a. **Mr. Mir Tariq / Raja Abbas, SW Office Q-Hall  
08:00 AM to 02:00 PM.**
  - b. **Mr. Shafqat Mehmood, Complaint Office Q-Hall  
02:00 PM to 08:00 PM.**
- xiii.* Students must get a counterfoil of allotment form having a *Form Submission ID*. After submitting hard copy of form, the student will **complete an Online Form** to complete his application process.
- xiv.* All the applicants must be **physically present** on the day of allotment.
- xv.* Final allotment lists will be displayed on hostel notice boards after completion of allotment process.

**Allotment schedule for Session 2015, 2016 and 2017**

- |                               |                          |
|-------------------------------|--------------------------|
| • Display of allotment policy | 17-08-2018               |
| • Submission of Applications  | 17-08-2018 to 31-08-2018 |
| • Applications Processing     | 03-09-2018               |
| • Allotment                   | 14-09-2018               |

  
**Dr. Muhammad Obaid Ullah**  
(Senior Warden)