

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
PANJAB UNIVERSITY, CHANDIGARH**

Dated: 14.08.2023

Notice

Reg. Hostel Accommodation

1. The students are required to apply for a hostel within three (3) days from the date of admission in the Department concerned. After three days his /her seat in the hostel shall stand forfeited and will be allotted to the next student on the waiting list.
2. **Link to HANDBOOK OF HOSTEL RULES 2023-24:**
<https://hostels.puchd.ac.in/hostel-handbook-2023.pdf>
3. **First year students of undergraduate/post graduate will fill online form.**
Steps to be followed by the Students for Online Hostel Allotment:
 - Read the Hostel General Information and General Rules given on the website (<https://hms.puchd.ac.in>).
 - Students admitted in 1st year of any department (except Ph.D.) have to register and complete Hostel Registration Form at (<https://hms.puchd.ac.in>) on or before the last date of Merit Generation (Merit cut-off date). Merit cut-off date will be every Sunday (till 11:59 pm), till the closing of Hostel Registration.
Students are advised to fill the Online Form as soon as they get the admission in the department.
 - Each student would be given a unique ID i.e. HMS ID. Students have to fill the following information very carefully:

- Year of Admission (1st Year)
- Course
- Counseling Round
- Date of Admission in that Course (1st Sem./Year)
- Merit Score (as per Merit List released by the Department)
for that Course
- Date of Start of Course
- Date of Completion of Course
- Gender
- Category

Before completing your form, ask your department to provide you the information about your Counseling Round, Date of Admission of your course, Start Date of Course, End Date of Course.

- Students have to submit the printout of their filled online form in the office of their department.
- Course and Category wise Merit list(s) will be generated only after the approval of the forms by the department.
- Once the department creates and locks the merit, the merit rank(s) will be shown to the student also in his/her login account.
- Hostel(s) will be assigned to the students in order of Merit (category-wise) and availability of seats. Students can check hostel assignment in his/her login account.
- Students need to report to the assigned hostel and hostel room will be allotted by the office of the hostel.
- The students have to take the print-out of their Hostel ID card after the allotment of hostel room and get it stamped & signed from the Hostel.
- In case student shift his/her department, he/she must inform his/her previous department, hostel (if room was allotted). Ask new

department to transfer your record to their department and student has to update the information of new course/department under the same HMS ID and submit the printout again in the new Department and follow the above mentioned procedure again.

- The students can check their statuses such as approval of form, merit, hostel assignment and hostel room allotment, inside their login account.

SD/-
Chairperson