



योजना तथा वास्तुकला विद्यालय, नई दिल्ली
(संसद के अधिनियम के तहत राष्ट्रीय महत्व का संस्थान,
शिक्षा मंत्रालय, भारत सरकार)

School of Planning and Architecture, New Delhi
(An Institution of National Importance under an Act of Parliament,
Ministry of Education, Government of India)

HOSTEL OFFICE

4-ब्लॉक-बी, इंदिराप्रस्थ एस्टेट, नई दिल्ली, 110 002 भारत
4-Block-B, Indraprastha Estate, New Delhi 110 002 India
www.spa.ac.in

HOSTEL ALLOTMENT FORM 2025-26

DEPARTMENT: _____

Date: _____

Affix a
Passport Size
Photograph

PERSONAL DETAILS

1. Name of the Student : _____
2. Roll No./ Appn No./ JEE No. : _____
3. Name of the Degree : _____
4. Name of the Department : _____
5. Year of Study (class/ division) : _____
6. Aadhar Card No : _____
7. Blood Group : _____ Rh _____
8. Email ID : _____
9. Mobile No. : _____

PARENTS' DETAILS

1. Mother's Name : _____
2. Father's Name : _____
3. Permanent Address : _____

_____ PIN _____
Tel. No.: _____
4. Address for Correspondence : _____

_____ PIN _____
Tel. No.: _____
Mobile No.: _____
Email ID: _____



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5. Mother's Occupation : _____

6. Mother's Office Address : _____

_____ PIN _____

Tel. No.: _____

Mobile No.: _____

Email ID: _____

7. Father's Occupation : _____

8. Father's Office Address : _____

_____ PIN _____

Tel. No.: _____

Mobile No.: _____

Email ID: _____

LOCAL GAURDIAN'S (LG) DETAILS

1. Name of LG in Delhi : _____

2. Relation of LG with student : _____

3. Residence Address of LG : _____

_____ PIN _____

Tel. No.: _____

Mobile No.: _____

Email ID: _____

4. Occupation of LG : _____

5. Office Address : _____

_____ PIN _____

Tel. No.: _____



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To be filled by Parent/ Guardian

I, _____ (Name of the Parent/ Guardian), hereby declare that
_____ (Name of the nominated Local Guardian) is my
daughter's/ son's/ ward's Local Guardian.

To be filled by Local Guardian

I, _____ (Name of the Local Guardian), have been nominated
as a Local Guardian for _____ (Name of the student) during the
stay in the Hostel. I am willing to act for the same.

The copy(ies) of _____ (description of the document/
documents of Local Guardian), is/ are enclosed herewith as a proof of Identity and address.

Certified that:

- i. We shall undertake to pay all dues in respect of my ward.
- ii. We take full responsibility of our Ward and assure that he/ she would maintain desired discipline and abide by all Rules & Regulations of Hostel/ Mess of the School.
- iii. We assure that in case of misconduct, we shall arrange/ make alternate arrangement for stay of our Ward within 48 hours of the receipt of information from School.
- iv. We assure that in the event of any change of address/ phone number(s), we shall inform the School immediately.

Signature of Parent/Guardian

Date: _____

Place: _____

Signature of Local Guardian

Date: _____

Place: _____



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ANTI-RAGGING UNDERTAKING

I _____ son/ daughter of _____ hereby give an undertaking that I shall not indulge directly or indirectly in any form of RAGGING within or outside the premises of the Hostel Complex / School. And incase I am found guilty in any case of RAGGING by the authorities of the Hostel / School, I shall be liable to be punished as determined by the authorities of the Hostel/ School, which may include the following.

- (i) Expulsion from the School.
- (ii) Suspension from the School or Classes for a limited period or fine with public apology.
- (iii) Withholding scholarship or other benefits.
- (iv) Debarring from representation in events.
- (v) Withholding results.
- (vi) Expulsion or suspension from the Hostel or Mess, etc.

Signature of the Student: _____

Name of the Student: _____
(in BLOCK Letters)

Roll No.: _____

Department: _____

Countersigned by the Parents/ Guardian

Parents/ Guardian Signature: _____

Name: _____
(in BLOCK Letters)

Address: _____

Mobile No.: _____



PAYMENT DETAILS

Details of Payments	Amount	Receipt No.	Date	Verified (For Office Use)
Hostel Fee				
Mess Deposit (Only for New Hostel Admission)				
Mess Estt. Fund				
Mess Advance				
Other Dues				

DOCUMENTS - ATTACHED & FILLED

Sr.	Name of the Documents	Yes	No	Remarks (For Office Use)
1.	Form for Allotment			
2.	Photocopy of Aadhar Card of the student			
3.	Letter From Father/Parents for Nomination of Local Guardian			
4.	Documentary Evidence of the Residence of Father/Parents			
5.	Documentary Evidence of the Place of Employment of Father/Parents			
6.	Documentary Evidence of the Residence of the Local Guardian			
7.	Signed copy of Hostel and Mess Rules and Regulations.			
8.	Undertaking for non-involvement in RAGGING			



HOSTEL AND MESS RULES (HOSTEL OFFICE COPY)

I, _____ (Name of the Student) has carefully gone through the Hostel and Mess Rules provided to me along with this Form and solemnly undertakes to abide by and observe the same thoroughly. I understand that my failure to comply with the rules and regulations of the Hostel will render me liable to disciplinary action, including expulsion from the Hostel.

I am seeking admission to the Hostel in full knowledge of the Hostel/ Mess rules as under:

Hostel Rules:

1. Resident students shall observe decency and decorum in the Hostel and generate a healthy and wholesome environment. Any act of intimidation, violence, or willful damage shall be liable for disciplinary action by Hostel Authorities.
2. The residents shall not spoil or deface the walls, furniture, cupboards, and other infrastructure. They shall also not alter or tamper with electric wiring and fittings. In case damages are done, the allottee shall be liable for three times the recovery of the value assigned by the Hostel Authorities.
3. Use of narcotics, consumption of alcoholic beverages, and gambling at the hostel premises are strictly prohibited.
4. Resident students are strictly forbidden to visit the hostel rooms of members of the opposite gender.
5. Playing of audio equipment in the rooms as well as in the students' common rooms shall be kept at a low pitch so that it does not disturb other residents. The rules for ambient noise levels in public places are applicable as per the Noise Pollution (Regulation and Control) Rules, 2000.
6. The Hostellers are forbidden to play any game in lawns/ open spaces outside the Hostel building that may cause damage to the property of the School and disturb or cause discomfort and inconvenience to other residents.
7. A guest/ visitor of the same gender may stay overnight in the Hostel room provided the roommate gives his/her consent. Such guests may stay for two days while the concerned resident shall inform the hostel Warden within 12 hours ahead of the guests' arrival. The resident shall obtain permission from the Hostel Warden for extending the stay of the guest over more than two days. The period of stay of the guest can be extended at the maximum to 4 days. Resident students shall be charged for accommodating such guests/ visitors @ Rs. 75/- (Rupees Seventy Five only) per day, and no guest/ visitor shall be allowed to stay for more than 5 days in a month.
8. For both boys' and girls', no late-night entry into the School Campus will be permitted beyond 11.30 P.M. All the campus gates will be closed at 11.00 P.M., and emergency/ exceptional cases will require submission of ID card at the entry gate and prior permission from the School authorities.
9. The visitor will be required to enter their name, address, and time of entry in the register kept at the Reception Desk of the Hostels and identify themselves through an identity card, etc., whenever asked by the Security Personnel/ Caretaker/ Hostel Authorities/ Deputy Warden/ Honorary Warden of the Hostel.
10. Hostel residents shall stay in the room allotted to them, and they will not be permitted to shift rooms. In case such incidents are brought to notice, their room allotment will be cancelled.
11. Hostel residents shall shift to another room or vacate the Hostel if required/ directed by the Honorary Warden of the Hostel for decisions taken in the interest of the School.
12. A resident who expects to be away from the Hostel for a short period exceeding one day shall inform the Deputy Warden/ Honorary Warden of the Hostel of his/her absence, indicating their contact address and the probable time of their return.



13. Resident students shall vacate rooms immediately on the completion of the academic term and hand over the charge of the room, including all the items of furniture/ fixtures supplied to them on admission to the Hostel, to the Hostel Caretaker or any other official of the Hostel authorised by the Honorary Hostel Warden.
14. Resident students are required to keep their personal belongings in their safe custody. Any theft or loss of such personal items would be the sole responsibility of the respective resident students.
15. As per notification of the Govt. of India regarding damage to property and equipment in the institution because of any demonstrations/ strikes, charges would have to be recovered directly from those students involved in such incidents.

Mess Rules:

1. **Mess is compulsory for all the hostellers.**
2. All the Hostellers will be issued Mess Coupons with respective date, meal type and meal preference, which will have to be handed over to the authorised person of the Mess against which the meal will be served.
3. If any hosteller does not want to avail the Mess facilities, he/ she must seek special permission from the Honorary Hostel Warden. The permission will be given based on a written application with valid reason and returning the coupons for the period, before commencement of the period.
4. For those permitted, Rs. 750/- (Rupees Seven Hundred Fifty only) as Non-Dining Charges (NDC) per month will be charged. No Meal shall be served to the Hostellers who have opted for Mess-Off/ NDC.
5. No student is allowed to take Mess utensils outside the Hostel Dining Room. If anybody is found taking utensils outside the Mess, he/ she shall be fined Rs. 200/- (Rupees Two Hundred only).
6. Food will be served by Hostel Mess Employees in the room, on demand (minimum 3 hours' notice is required) only to the sick students.
7. Guests of students, staff and members of faculty will only be provided service against coupons purchased in advance in the dining hall of the respective Mess.
8. Rebate for pre-paid Mess Coupons may be allowed provided three days' notice and return of Mess Coupons in advance, given under the following conditions:
 - Outstation tours (Educational/ Study Tours/ Training/ Academic related activities) with applications approved through HOD.
 - Minimum 2 days up to a maximum 8 days per month of authorised absence from Hostel for which period approval of Honorary Hostel Warden is required.

Signature of the Student : _____

1. Name of the Student : _____

2. Roll No. : _____

3. Name of the Deptt. of studies : _____

4. Year of Study (class/ division) : _____

5. Email ID : _____

6. Mobile No. : _____



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HOSTEL ALLOTMENT DETAILS

For Office use only & To Be Filled by Hostel Office Staff

- Hostel Allotted:**
- Block A** – First Year Girls’ Hostel
- Block B** – First Year Boys’ Hostel
- Block C** – Maharani Bagh (MB) Girls’ Hostel
- Block D** – Maharani Bagh (MB) Boys’ Hostel

Room Allotted:

MESS DETAILS

- Meal Preference:**
- Non-vegetarian
- Vegetarian

- Lunch off:**
- (Excluding Holidays)
- Yes
- No

Coupon No:

Signature of the Hostel Authority



HOSTEL AND MESS RULES (STUDENT COPY to be retained by the student)

I, _____ (Name of the Student) has carefully gone through the Hostel and Mess Rules provided to me along with this Form and solemnly undertakes to abide by and observe the same thoroughly. I understand that my failure to comply with the rules and regulations of the Hostel will render me liable to disciplinary action, including expulsion from the Hostel.

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Signature of the Student

Signature of the Hostel Authority

Date: _____

Place: _____