

HOSTEL ALLOTMENT FORM 2026-27

DEPARTMENT: _____

Date:

Affix a
Passport Size
Photograph

Please complete all applicable fields in BLOCK LETTERS and attach self-attested copies of the required documents. The Hostel Office may seek original documents for verification.

PERSONAL DETAILS

1. Student's Full Name : _____
2. Roll No./ Appn No./ JEE No. : _____
3. Program/ Degree : _____
4. Department : _____
5. Year/ Semester/ Division : _____
6. Aadhaar No : _____
7. Blood Group : _____ Rh _____
8. Email ID : _____
9. Mobile No. : _____
10. Permanent Address : _____

_____ PIN _____
11. Address for Correspondence : _____

_____ PIN _____

EMERGENCY CONTACT (OTHER THAN PARENT/ LOCAL GUARDIAN)

1. Name : _____
2. Relationship : _____
3. Mobile No : _____
4. Email ID : _____



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

PARENT/ GAURDIAN DETAILS

1. Mother's Name: _____
Mobile No.: _____ Email ID: _____
2. Father's Name: _____
Mobile No.: _____ Email ID: _____
3. Guardian's Name: _____
Mobile No.: _____ Email ID: _____

LOCAL GAURDIAN (LG) DETAILS

1. Name of LG in Delhi NCR : _____
2. Mobile No. : _____
3. Email ID : _____
4. Relationship to student : _____
5. Residence Address of LG : _____

_____ PIN _____



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PARENT/GUARDIAN AND LOCAL GUARDIAN DECLARATIONS

To be filled by Parent/ Guardian

I, _____ (Name of the Parent/ Guardian), hereby
nominate _____ (Name of the nominated Local
Guardian) as the Local Guardian of my child/ward
_____ (name of Student), during their stay in the Hostel.

To be filled by Local Guardian

I, _____ (Name of the Local Guardian), accept the
nomination to act as Local Guardian for _____ (Name of
the student) during the student's stay in the Hostel. Self-attested copy/copies of
_____ (description of identity and address proof) are enclosed.

We jointly undertake that:

1. all dues relating to the student's hostel and mess accommodation shall be paid within the prescribed time;
2. the student shall maintain the required discipline and comply with all Hostel, Mess and School rules and instructions;
3. in the event of serious misconduct or cancellation of hostel allotment, alternate accommodation shall be arranged within 48 hours of receipt of communication from the School; and
4. any change in address, email address or telephone/mobile number shall be communicated to 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.: _____



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PAYMENT DETAILS

Details of Payments	Amount	Receipt No.	Date	Verified (For Office Use)
Hostel Fee				
Mess Deposit (Only for New Hostel Admission)				
Mess Estt. Charges				
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.	Documentary Evidence of the Residence of Father/Parents			
4.	Documentary Evidence of the Place of Employment of Father/Parents			
5.	Documentary Evidence of the Residence of the Local Guardian			
6.	Signed copy of Hostel and Mess Rules and Regulations.			
7.	Undertaking for non-involvement in RAGGING			



HOSTEL AND MESS RULES (HOSTEL OFFICE COPY)

I, _____ (Name of the Student) confirm that I have carefully read the Hostel and Mess Rules provided with this form. I undertake to comply with these rules and understand that any violation may result in disciplinary action, including cancellation of hostel allotment or 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 maintain decency and decorum and contribute to a safe, respectful and wholesome hostel environment. Any act of intimidation, violence or willful damage shall invite disciplinary action by the Hostel Authorities.
2. Residents shall not spoil or deface walls, furniture, cupboards or any other infrastructure, and shall not alter or tamper with electrical wiring or fittings. Where damage is caused, the allottee shall be liable to pay three times the value assessed by the Hostel Authorities.
3. Use of narcotic substances, consumption of alcoholic beverages and gambling within the Hostel premises are strictly prohibited.
4. Residents are strictly prohibited from entering hostel rooms allotted to members of the opposite gender.
5. Audio equipment and other devices shall be used at a low volume so that other residents are not disturbed. Applicable ambient-noise limits under the Noise Pollution (Regulation and Control) Rules, 2000 shall be observed.
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. Residents shall not play games in lawns or open spaces adjoining the Hostel where such activity may damage School property or cause disturbance, discomfort or inconvenience to others.
7. A guest or visitor of the same gender may stay overnight in a resident's room only with the consent of the roommate (in case of shared rooms). The resident shall inform the Hostel Warden at least 12 hours before the guest's arrival. A guest may stay for up to two days; any extension requires prior permission of the Hostel Warden and shall not exceed four consecutive days. Guest charges shall be ₹100 per day, and no guest may stay for more than five days in a calendar month.
8. For both boys' and girls' hostels, entry into the School Campus after 11:30 p.m. is not permitted. Campus gates close at 11:00 p.m.; entry after closure in an emergency or exceptional situation shall require submission of the identity card at the gate and prior permission from the School Authorities.
9. Every visitor shall enter their name, address and time of entry in the register maintained at the Hostel Reception Desk and shall produce valid identification when requested by Security Personnel, the Caretaker, Hostel Authorities, Deputy Warden or Honorary Hostel Warden.
10. Residents shall occupy only the room allotted to them and shall not shift rooms without prior written permission. Unauthorised room changes may result in cancellation of hostel allotment.
11. A resident shall shift to another room or vacate the Hostel when directed by the Honorary Hostel Warden in the interest of the School or Hostel administration.
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. A resident expecting to remain away from the Hostel for more than one day shall inform the Caretaker/ Deputy Warden/ Honorary Hostel Warden in advance, providing the contact address and probable date and time of return.



13. Residents shall vacate their rooms immediately upon completion of the academic term and hand over the room, together with all furniture, fixtures and other items issued to them, to the Hostel Caretaker or another official authorised by the Honorary Hostel Warden
14. Residents are responsible for the safe custody of their personal belongings. The School and Hostel Authorities shall not be responsible for theft or loss of personal items.
15. Where School property or equipment is damaged during any demonstration, strike or similar incident, recovery shall be made from the students found responsible, in accordance with applicable Government of India instructions and School rules.

Mess Rules:

- 1. Mess membership is compulsory for all Hostel residents.**
2. Mess coupons indicating the date, meal type and meal preference shall be issued to residents and must be handed to the authorised Mess representative before a meal is served.
3. A resident seeking exemption from Mess facilities shall obtain prior written permission from the Honorary Hostel Warden. The application shall state valid reasons, and the unused coupons for the relevant period shall be returned before that period begins.
4. Residents granted Mess-Off permission shall pay Non-Dining Charges (NDC) of ₹850 per month. No meal shall be served to a resident during the approved Mess-Off/NDC period.
5. Mess utensils shall not be taken outside the Hostel Dining Room. A fine of ₹500 shall be imposed for unauthorised removal of utensils.
6. Meals may be served in a resident's room only in the case of illness and on request made at least three hours in advance.
7. Guests of students, staff and faculty members may be served meals only against coupons purchased in advance from the respective Hostel Mess.
8. A rebate against prepaid Mess coupons may be considered only when at least two days' prior notice is given and the relevant coupons are returned in advance. A rebate may be permitted for:
 - approved outstation educational/study tours, training or other academic activities routed through the Head of Department; or
 - an authorised absence from the Hostel of at least two days and up to two weeks in a month, with prior approval of the Honorary Hostel Warden.

Signature of the Student : _____

Name of the Student : _____

Mobile No. : _____



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MESS MEMBERSHIP FORM 2026-27 (TO BE HANDED OVER TO MESS OFFICE)

1. Student's Full Name: _____
2. Roll No./ Appn No./ JEE No. _____
3. Program/ Degree/ Department: _____
4. Year/ Semester/ Division : _____
5. Email ID : _____
6. Mobile No. : _____
7. Previous Hostel Allotment details (if any)

Year	Room Number	Mess Dues

Please attach the mess fee receipt along with these details for each year that the hostel is allotted.

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: ☐ Yes ☐ No
(Excluding Holidays)

Coupon No:

Signature of the Hostel Authority



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

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Signature of the Student

Signature of the Hostel Authority

Date: _____

Place: _____