ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

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Hostel Admission Procedure:

1. If student is willing to join hostel, his/her credentials are verified.
2. Student is asked to bring his/her parents or guardian for the proceedings to avail the hostel facility.
3. After student verification , in the presence of his/her parent or guardian,one of the faculty members(based on the availability) will explain the rules and regulations to be followed while staying in hostel.
4. Based on parent/guardian acceptance for all the rules and regulations , one of the student members will guide the student for visiting the hostel and look over the ambiences anf facilities available in the hostel.
5. Based on parent/guardian satisfaction, student will be given a application form to be filled duly with details of students.
6. Based on the details filled in the application form student members(he/she)is authorized by the principal and sent to respective hostel (boys/girls)chief warden.
7. After authorization by the principal, one of the student members(he/she) will guide the student(he/she)along with his/her parents or guardian to respective hostel(boys/girls).
8. The respective chief warden (boys/girls) will verify the authorized letter and enter the details of the student (he/she) in hostel allotment register and contact details of parent/guardian for further correspondence.
9. After student registration he/she will be allotted a specific room in the hostel.
10. After room allotment student and parent /guardian along with student member will be guided to the respective room by one of the hostel supervisor.
11. The student member will introduce the new student to the fellow roommates.
12. The abstract of student attendance is to be prepared by chief warden (boys/girls) by 8:00pm and is to be sent to the chairman of hostel committee and respective parent/ guardian of the student.

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