

## **Procedure for conversion from Day scholar to Hosteller**

1. Admission into the Hostel is NOT a right but a privilege extended' to facilitate peaceful studies in the campus, provided the student follows the rules and regulations of the Hostel.
2. Day scholar students seeking admission to hostel are required to submit a duly-filled-in 'Hostel Admission' form available in the office of Chairman Council of Wardens Hostels (Room No: E-102 – Academic Block D) and also available in intranet. Any change of address / telephone number of the parent / local guardian, at any point of time, after admission into hostel has to be promptly intimated to the hostel office in writing.
3. Room allotment will be done based on the availability of vacant rooms in the hostels.
4. An affidavit executed in Rs.20 non-judicial stamp paper obtained in the name of the parent/guardian signed by notary public should be submitted at the time of admission into the hostel. Room allotment will be done only after submission of the affidavit. The text to be printed in the non-judicial stamp paper is available in the link <https://intranet.cb.amrita.edu/?q=node/638>.
5. The hostel and mess fees should be paid only after the approval of Chairman-Council of Wardens hostels (CCWH). Room allotment will be confirmed only after the payment of hostel and mess fees.
6. The day scholar identity card should be surrendered to the office of CCWH. A fresh ID card will be issued after admission to hostel.