

SAVITRIBAI PHULE PUNE UNIVERSITY

PU/HOSTEL/27/2015-2016/ 703

Date:-23/6/2015

Chief Rector
Hostel Office
Pune-411007.

To
The Head of the Dept,
Savitribai Phule Pune University,
Pune-411007.

Subject:- Allotment of seats in the University Hostels for the year 2015-2016.

Dear Sir/ Madam,

After taking into account the total number of seats available in the University Hostels, the number of seats available in the Gents Hostel for allotment to the fresh applicants (Junior students) from your department are G...../L..... It may please be noted that this quote is given for all the students enrolled in your department, for various courses inclusive of diplomas. You may divide this quota among all the students enrolled for the various courses in your department.

- 1) I shall appreciate it if your furnish the following information in the enclosed prescribed proforma, as early as possible.
 - a) The name of the colleague from your department, who will look after all the matters related with the hostel admission of your students and who will be a "contact person" between the hostel office and your department.
 - b) Course wise distribution of the hostel seats allotted to your department, in case of more than one course.
2. While recommending the names of the students for hostel accommodation, the following rules, passed by the Management council of the University of Pune, will have to be followed.
 - i) Local Students and repeaters will not be admitted to the hostel except if he is physically handicapped or it is medically expedient.
 - ii) Only 10% of the hostel seats are to be allotted to students from outside Universities, except as mentioned under rule No.2 v (b).
 - iii) The hostel accommodation for the non- Pune University students shall be given on the basis of merit only.
 - iv) In case of Pune University students, merit as well as the need of the student be considered while recommending their names.

- v) (a) The following order of preference should be followed for those courses where the admission is done by following the direct normal procedure (not on the basis of an All India Entrance Examination.)
1. Indian students graduating from the University of Pune.
 2. Indian students graduating from other Indian Universities.
- (b) However, if the admission to a particular course conducted by the department of the University of Pune is done by conducting an entrance examination on an all India basis, of merit in that entrance examination, for the purpose of giving them admission to the Hostel.
3. In case you need any clarification regarding the rules mentioned above, you may contact me at the Gents Hostel office.
 4. The quota for your department, mentioned in this letter is to be used for recommending the students from the open category (Please refer Rule No.12)
 5. Enclosed herewith is a copy of the prescribed proforma, which should be used for recommending the names of the students to the university Gents Hostel office. A separate sheet is to be used for each course given by your department. If your department for example; offers four courses this year, please see that you use four separate proforma sheets for enlisting the names of your students. In case you need additional sheets of the proforma, you may use Xerox copies of the same.
 6. While recommending the names of the students on the given proforma, the list is, to be made in order of merit ONLY(first, second, third and so on) irrespective of caste and creed.(do not make separate lists for different categories of students) Please mention the ranking number on the right hand corner of the hostel admission form of the recommended students This will enable the hostel office to make the admission expeditiously.
 7. The reserved category students, whose names cannot be recommended by you in the open category quota, because of lower marks in the merit list, will be considered for hostel admission from the central pool, by the Gents Hostel office.
 8. Please accept the hostel admission forms, duly filled in, by the fresh students of your department and sent them with your recommendation to the Gents hostel office in a single lot only, immediately the admission procedure of your department is completed.
 9. Ensure that the student fills up the necessary information on the back of the hostel admission form before you sign each form and affix the stamp of your department.

10. The forms of the recommended students from the open category, all the forms of the reserved category students as well as physically handicapped students should be sent to the Gents hostel office with the ranking number marked on each of them as explained in point numbers 6 and 7.
11. The hostel office expects to receive the following papers from your department, as early as possible:
 - a) Sheet/s of the prescribed proforma, duly filled in
 - b) Hostel admission forms with the ranking number arranged coursewise and category wise of the recommended students (refer point Nos. 7 and 12)
 - c) A letter addressed to the Chief Rector giving the name of your representative colleague (refer point No.1a) and the coursewise division of the quota allotted to your department (refer point 1b)
12. Your attention is especially drawn to the circular of the Dy. Registrar (Reservation) regarding the preference to be given to the students, while recommending their names for hostel accommodation.
13. According to the circular, a student "A" from the reserved category who has obtained higher marks than student "B" from the open category, then the student "A" from the reserved category shall be treated as a student from the open category and shall get preference over student "B" of the open category.

I realize that this letter has become rather lengthy but sincerely hope that you will excuse me for the same. The only reason for writing all this in detail, is to streamline the hostel admission as far as possible. If you have any suggestion to offer in this connection, do feel free to contact me or to write to me. I shall take the first opportunity to meet you and discuss the same.

With regards,

Yours sincerely,



Chief Rector

Chief Rector
Savitribai Phule Pune University Hostel
Ganeshkhind, Pune - 411 007

Enclosures:

1. Prescribed proforma.
2. Prescribed proforma of the reply to point 1a), 1b).
3. Prescribed proforma of the reply to point 5) and 10).

Date :- 23/06 /2015

To,
The Chief Rector,
Savitribai Phule Pune University,
Pune-7

Subject:-Commencement of classes for the Academic Year 2015-16.

Sir

With reference to your letter No. PU/Hostel of July 2015, I am to inform you that the dates of commencement of classes in the.....Department are as follows:

	<u>Classes</u>	<u>Date of commencement</u>
1.	First Year -M.A./M.Sc/M.B.A./M.C.A./LLM	:-
2.	Second Year -M.A./M.Sc/M.B.A./M.C.A./LLM	:-
3.	Third Year -M.C.A.	:-
4.	Any other	:-

Yours faithfully,

.....

Head of the Department

(stamp)

URGENT

(Reply to point 1 a 1 b)

(To be returned to the Hostel Office within a week after receipt of this circular)

From:

Prof.....

Head, Department of.....

University of Pune,

Pune-7

To,

The Chief Rector,

Savitribai Phule Pune University,

Pune-7

Dear Sir

With reference to your letter No. PU/Hostel of I would like to

Inform you that,

1. I am requesting my colleague Dr.....from our department to contact you and look after all the matters related to the hostel admission of our students.
2. The quota of the hostel seats (.....seats for Gents)communicated to our department vide above mentioned letter is course wise divided as shown below.

(P.T.O.)

URGENT

(To be returned to the Gents Hostel Office along with Merit List)

From:

Prof.....

Head, Department of.....

Savitribai Phule Pune University,
Pune-7

To,
The Chief Rector,
Savitribai Phule Pune University,
Pune-7

Dear Sir

With reference to your letter No. PU/Hostel of Please note:

3. I am enclosing herewith.....sheet/s of the prescribed proforma enlisting the names of the students from our department, in order of merit, for admission to the University Hostel.
4. I am sending herewithHostel Admission forms with ranking number given to each form and arranged, coursewise.

With regards,

Yours faithfully,

Head of the Department of