

UGC Networking Resource Centre, School of Chemistry

UGC-NRC Hostel

Procedure for obtaining accommodation

- Step 1 :** Official request in the appropriate format ([Requisition](#)) completely filled and duly signed should be sent (as hard copy) by the concerned University Faculty / Officer (Indentor) to the Hostel Supervisor, at least 7 days before the arrival of the Guest.
- Step 2 :** The Hostel Supervisor or the UGC-NRC Office will inform the Indentor (by email) within 2 working days, the unavailability / confirmation of accommodation.
- Step 3 :** Bill for the accommodation charges will be sent to the Indentor by the Hostel Supervisor; bill for the catering (if used by the Guest) will be sent to the Indentor by the Catering Service Agency [if the Guest is paying, the bills will be provided before the departure].
- Step 4 :** The Indentor will arrange to make the payments strictly as per the Bills, within 10 days of receiving the bill; requests from Indentors who default on any of the payments, will not be entertained in future.

Who can request accommodation ?

- 1 : UGC-NRC visitor
- 2 : Official visitor of the School of Chemistry
- 3 : Official visitor of the University

Room rent (per day)

Type of room	Double occupancy	Single occupancy
Regular	Rs.300/- (per bed)	Rs.500/-
Special (with AC)	Rs.400/- (per bed)	Rs.700/-

Any changes in tariffs/rules will be notified here