



# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, U.P.

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GBU-012/DSA/032/027/2026- 084

Dated: 24/01/2026

## ::Office Order::

As per the approval granted by the Competent Authority, regarding applicability of Hostel and Mess Charges in various cases related to Hostel No-Dues, withdrawal from hostel, semester-wise hostel allotment, and stay in hostel as a guest, are hereby notified for implementation, as detailed below:

### **1. Newly Admitted Students**

#### **1.1 Withdrawal within 30 Days**

Newly admitted students who obtain **Hostel No-Dues within 30 days** from the official reporting date or the date of issuance of the admission letter, **whichever is later**, shall be permitted to withdraw from hostel facilities.

- In such cases, **hostel and mess charges shall be applicable only up to the end of the month** in which Hostel No-Dues is obtained.

#### **1.2 All Other Cases**

In all other cases, **minimum hostel and mess charges for one semester** shall be applicable.

### **2. Students Other Than Newly Admitted**

#### **2.1 General Provision**

Once a hostel is booked, **minimum Hostel & Mess charges for one semester** shall be applicable.

#### **2.2 Withdrawal after Odd Semester and not to continue hostel accommodation in the Even Semester**

If a student avails hostel facilities during the **Odd Semester** and opts not to continue hostel accommodation in the **Even Semester** of the same academic session, and **obtains Hostel No-Dues prior to the commencement of the Even Semester**:

- Hostel & mess charges shall be applicable **only for the Odd Semester**.

### **3. Hostel Allotment in Even Semester Only (Applicable for All Students)**

If a student avails hostel facilities **only in the Even Semester** of an academic session and was **not allotted a hostel room in the Odd Semester**:

- Hostel & Mess charges shall be applicable **only for the Even Semester**.

### **4. Stay in Hostel as Guest**

#### **4.1 Guest Stay up to 4-5 Days**

If a student seeks to stay in the hostel as a guest for a duration of **up to 4-5 days**, such stay may be permitted:

- On payment of **prescribed guest charges**, and
- **Subject to prior approval of the Dean, Student Affairs/Chief Warden (M/F)**.

#### **4.2 Guest Stay Beyond 5 Days**

Stay as a guest in the hostel for a duration **exceeding five (5) days** shall be permitted **only during the End/Mid Term Examinations of Odd and Even Semesters**, as per the **official date-sheet of the concerned programme**.

- Such cases shall be permitted subject to verification of the examination schedule and prior approval of the **Dean, Student Affairs**. The student shall be required to pay the prescribed guest charges for the entire duration for which the examinations of the concerned programme are scheduled. Payment for a selected or partial duration shall not be permissible.

**The above rules shall be applicable from Academic Session 2025-26.**

Prof. Chander Kumar Singh  
1/2 Registrar

**Copy to:-**

1. Staff of the Hon'ble Vice-Chancellor for kind information to V.C. Sir.
2. Dean Academics, for information.
3. Finance Officer, for kind information.
4. All School Deans, for kind information and display on school notice boards & circulation among students.
5. Chief Warden (M/F), for information and display on hostel notice boards & hostels website.
6. System Manager, for circulating the office order to all Deans/HoDs/Faculty Members via E-Mail, and to display this at University Website.
7. Concerned file & office order file.

CK Singh  
1/2 Registrar