



जवाहरलाल नेहरू विश्वविद्यालय
Jawaharlal Nehru University
डीन (छात्र) कार्यालय/Office of Dean of Students
नई दिल्ली/New Delhi-110067

IHA/Circular/2025/

Date: 07/07/2025

CIRCULAR

Sub: Submission of Application-cum-Undertaking for Extension of Hostel Accommodation for Terminal Ph.D. Students

This is to bring to the urgent attention of all terminal Ph.D. students who have completed their hostel residency period and are seeking an extension of hostel accommodation for the purpose of thesis submission.

Referring to the Notification issued by the Office of the Registrar regarding the consideration of hostel extension requests on a case-to-case basis, such students are hereby informed to submit the prescribed undertaking (attached with this circular), duly endorsed by the concerned Supervisor, Chairperson and Dean of the respective Centres/Schools, to the **Office of the Dean of Students by Friday, 11th July 2025, by 5:00 PM.**

Students are advised to ensure that all sections of the undertaking are accurately filled and all required signatures are obtained before submission. Incomplete applications will not be considered.

Dean of Students

Copy to:

1. All Deans of Schools/Special Centres
2. All Chairpersons of Centres
3. PA to Registrar
4. Provost, IHA
5. Sr. Wardens of all hostels
6. JNU Students' Union (JNUSU)
7. Notice Boards (All Hostels/Schools/Centres)
8. University Website

APPLICATION CUM UNDERTAKING FOR EXTENSION OF HOSTEL ACCOMMODATION

To,

The Dean of Students,
Jawaharlal Nehru University, New Delhi - 110067

Dear Madam,

I, _____, Registration No. _____,
Enrolment No. _____ currently residing in _____ **Hostel**, Room No. _____,
am a bonafide student of Jawaharlal Nehru University, pursuing Ph.D. in _____
_____ **Centre/School**. I was admitted to the M.Phil-Ph.D. integrated program/Direct
Ph.D. program on _____. As per Clause 2.8 of the Hostel Manual, the
permissible duration for hostel accommodation is 06/04 years from the date of admission to the M.Phil-
Ph.D. integrated program/Direct Ph.D. program respectively. I have already completed this stipulated period.

Due to (reason) _____

_____, I
require an extension of my hostel accommodation to facilitate the timely submission of my Ph.D. thesis. I
understand the significant demand for hostel accommodation, especially with the upcoming admission of
new batches, and I am grateful for the University's consideration of such requests on humanitarian grounds
subject to the availability of hostel accommodation on a case-to-case basis, as per the Notification issued by
the Office of the Registrar.

Therefore, I solemnly affirm and undertake the following:

1. I am on the verge of submitting my Ph.D. thesis and require this extension solely for the purpose of completing and submitting my thesis.
2. I commit to submitting my Ph.D. thesis by _____. I understand that failure to submit thesis by this date may lead to immediate withdrawal of my hostel accommodation.
3. I shall abide by all rules and regulations of the University and the Hostel Manual during the extended period of my stay.
4. I understand that this extension is granted purely on humanitarian grounds and is subject to the availability of hostel accommodation and discretion of the Competent Authority.
5. I shall vacate the hostel accommodation immediately upon the submission of my Ph.D. thesis or by the extended date granted, whichever is earlier.

I request the Competent Authority to kindly consider my application for extension of hostel accommodation.

Thank you for your kind consideration.

Yours faithfully,

Contact No.: _____

Email ID: _____

Date: _____

(Student's Signature)

Endorsement by Supervisor, Chairperson and Dean

We, the undersigned, confirm that the above-mentioned student is indeed on the verge of submitting his/her Ph.D. thesis (i.e. by date _____) and recommend his/her request for hostel accommodation extension on humanitarian grounds.

Supervisor

Chairperson of Centre/ Spl. Centre

Dean of the School