



# Shree Ekveera Hostel & PG

Sr. No.-----

Date-----

## APPLICATION FORM FOR HOSTEL & PG ACCOCODATION.

1. Name of the Student (IN BLOCK LETTER)-----

2. Student Contact No.-----

3. Father's Name -----

4. Date of Birth -----

5. Collage/Company -----

6. Year in which studying -----

7. Address of Parents -----

Who will be responsible for remitting -----

your hostel fees and address to which -----

communication is to be sent with pin code -----

8. Phone No with STD Code/Mobile No & Email ID of Parents -----

9. Name of the local Guardian (if any) -----

10. Address-----

11. Mobile No -----

Date -----

Signature of the Student-----

Place-----

Signature of the Parents-----

**DECLARATION BY THE STUDENT**

We agree to pay the hostel fees and food charges in advance. My monthly hostel charges will be pay to you 5<sup>th</sup> of every month. I shall be providing Adhar Card, Pan Card, Collage Identity Card or Proof of Company I D Card for verification purpose.

We have gone through all the provisions contained in the rues & regulations thoroughly and will abide these rules & regulations.

I certify that all the information given by me are true & correct. If my conduct, during my stay is found unsatisfactory, due to my negligence, misbehavior & indiscipline I agree that I will abide by your decision. I will immediately vacate the hostel if order to do so

I promise not to indulge in any form of ragging. I case I found guilty; I shall be prepared to leave the hostel immediately.

Signature of the Student ..... Date .....

**DECLARATION BY THE PARENTS**

I have permitted my son/ward to join the hostel of the institute and shall be responsible for his conduct and discipline as laid down in the Hostel rules & regulations and any change made time to time. I also state that the details given by him in this application are correct. I will be personally responsible for the payment of all the hostel fees etc. payable by him on or before the due date and will make such payments on dead to the hostel management.

Date : -----

Place : ..... (Signature of the Parents)

---

**FOR OFFICE USE**

Local Guardian met:

Hostel Admission Granted/Not Granted:

Hostel Fees Paid vide Rt No. -----Date-----Rs. ----- Mode of Payments -----

Room Allotted ..... Date of Occupation ----- Sign of Hostel Warden

## **Hostel Rules and Regulations**

### **Admission Process: -.**

1.Application form with attached one passport size photograph, Pan Card, Adhar Card and Collage I D card need to submitted to the Hostel Administrator or Warden for hostel accommodation.

2.Student should read the rules before signing the application form (A copy of rules is attached with the application form). Rules to be displayed in the hostel also.

3.Issues Related to Parents/ Relatives/Visitors. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4.Use of Electronic/Electric items Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room.

5.All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be required to pay double the original cost of any item found missing from their room.

6.Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear. Interchange of Furniture/Fixture.

7.Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel. Assets in Common Areas/Corridors:

8.Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel

Date:-----

Signature of the Student

Place: -----

Signature of the Parents.

**9. Birthday Celebration** It shall be with prior written permission of the Hostel Warden. It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There shall not be any kind of physical discomfort. No outside guest will be allowed. Violation of the rule shall be penalized.

**10. Disciplinary action** shall be taken against students violating Hostel Rules and Regulations.

**11. Any previous medical history** should be disclosed by the student.

**12. Any misleading or false statement or information** in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof. If he does not leave the premises of the Hostel, he shall be liable to be forcibly removed from the hostel.

**13. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the advance payment made by the student shall be forfeited, and will NOT be refunded.**

**14. Change/Inter-Change of Room:** A student shall not change/interchange his room with another student or shift into a vacant room without the previous written permission of the Hostel Warden. The Hostel Warden has the right to shift a student from his room to another room in the hostel at any time without assigning any reason.

**15. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Hostel warden and are advised to get duplicate keys made against loss of keys with the permission of Hostel Warden.**

**16. The Hostel warden has the discretion to inspect any room at any time.**

Date :-----

Signature of the Student

Place:-----

Signature of the Parents.

17. During the vacation, belongings should be kept in the cupboard under lock. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belonging.

18. This contract is made for one year. The student shall pay hostel fee along with food expenses for 3 months in advance at the time of admission. If any student wish to vacate the hostel he should be informed to hostel management (in written). During 3 months' notice period the advance payments made by the student will be adjusted . If the student leaves the hostel room without notice the rest advance amount will be forfeited and no payment will be made thereafter.

19. Students residing in the hostel will be staying at their own risk, liability and consequences.

20. Silence: Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.

21. No gambling of any kind shall be allowed on the premises of the hostel.

22. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.

23. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.

24. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.

Date :-----

Signature of the Student

Place:-----

Signature of the Parents.

**25. Fixture:** Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

**26.** Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.

**27. Electricity Restrictions:** No electric appliances shall be permitted in the room, failing which the Hostel Warden will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.

**28.** The student shall be back in the hostel on or before 11.00 pm every day. When taken night out the student will stay out and will report back in the hostel after 7.00 am in the morning.

**29.** Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Hostel warden may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to Hostel warden in writing at least one day before the Night out. Hosteller/ Boarder may be permitted to go home during holidays.

**30.** Only in case of medical emergency student can contact the Hostel Warden directly for such permission.

Date :-----

Signature of the Student

Place:-----

Signature of the Parents.

**31. Cleanliness:** Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Rector has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.

**32. Pets:** Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.

**33.** Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.

**34. Visitors/Parents:** Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room.

**35.** Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable.

**36. Hostel Timings for Mess**

**Breakfast - 7.30 am to 9.30 am**

**Lunch - 11.30 am to 1.30 pm, Dinner - 7.30 pm to 9.30 pm**

These timings shall be strictly followed by the hostellers. No foods are allowed to take in the rooms.

Date :-----

Signature of the Student

Place:-----

Signature of the Parents.

