

APPLICATION FORM FOR ACCOMODATION IN HOSTEL

SESSION

Name in Capital letter
Course Name Year
Nationality..... Email ID.....
Mobile Number Aadhar Number
Date of birth..... Sex M/F Blood Group
Religion Category : GEN/OBC/SC/ST.....
Father's Name in Capital letter Mobile.....
Occupation and Designation Annual Income.....
Official Address.....

Mother's Name in Capital letter Mobile.....
Occupation and Designation Annual Income.....
Official Address

Permanent Residential Address Full
..... Pincode.....

Name and Address of Local Guardian.....
..... Mobile No.....

I have read the hostel rules and I do hereby agree to abide by them as well as such other rules which are framed by the college from time to time, I also undertake to pay the hostel dues in time.

Place

Date

Signature of Parent /Guardian

For Office Use only

Signature of Student

Payment Details:

Amount: Dated:

Hostel - Rules & Regulations

Hostel fee for the accommodation is collected in advance in the month of July and January. The hostel fee is expected to be paid before 15th of the July and January every year. Late fee will be charged

Students are required to hand over the room in its original condition at the time of vacating. Failing this, cleaning maintenance charges will be deducted from the caution money.

Regular cleaning of the room, washroom, and the common areas will be done by cleaning staff. However day-to-day cleanliness and hygiene will be the responsibility of the hostellers/students.

Hosteller / student are not allowed to leave the premises after 7.00 p.m. If late, inform Warden and specify the reason for late, to be entered in register kept with the security guard. (near Entrance gate)

No Night outstay : Hosteller / students cannot stay outside college hostel without prior approval from Parents / local Guardian/ Warden. Telephonic/ written approval to be taken from Warden.

No ragging : Ragging is prohibited which includes termination from hostel and college.

Silence to be maintained especially after 10 p.m (no music, no howling, no shouting)

Waste Disposal : There are separate waste collection bins on each floor for disposing waste. As the waste is collected and disposed by third party, hostellers/ students are expected to strictly adhere to the below mentioned waste guidelines while packing and disposing off their waste:

Food Waste : To be disposed in the dedicated bin provided on each floor. Do not include packing material or containers along with the food waste.

Plastic Waste and Aluminum foil : To be disposed off in the bin provided in each room and ask the cleaning staff to clean the bin. Only dry and clean items to be disposed off in the room

Sanitary Napkins must be disposed in bin only, covered in paper and not in plastic.

Paper wastes may be disposed off in the bin provided within the rooms.

Electronic and Glass waste disposal will be the responsibility of the students.

The hostel has a STRICT NO GUEST POLICY(even father or brother) within the allocated rooms. Students may meet and interact with their visitors outside the rooms in the Common Area, or in Canteen without causing any disturbance to other students. No visitors are allowed in hostel after 7.00 p.m.

Delivery personnel are not permitted inside the rooms all deliveries must be collected from the designated area at the entrance near the lady guard table.

Students are responsible for the safekeeping of their belongings and valuables. The management will not be responsible for any theft or loss.

Hostellers/ Students are encouraged to be mindful in their usage of utilities and the facilities. Please use Water and Electricity judiciously. (Fine will be charged of misusing Water and Electricity) Also check whether the taps and electric switch are on off mode when you leave your rooms

Allocation of rooms, furniture etc will be entirely at the discretion of of the management and no complaint shall be entertained in this regards (Furniture include - Cot, Table Chair, Cupboard, Mirror, and window curtains.) Hosteller/students are expected to use the furniture and fitting gently and any damages shall be penalised.

Consumption of Alcohol, Tobacco products, Narcotic Drugs or any intoxicating substances are STRICTLY banned with the college and hostel premises.

HDCH/HCET/HCATP/HCP, JABALPUR

UNDERTAKING BY THE STUDENTS FOR THE

ACADEMIC YEAR

- 1) I.....daughter/son of
..... admitted to Course hereby
give undertaking in respect of the following :-
- 2) I will not smoke in the HDC/HCET/HCATP/HCP Campus, Hostel, Buses etc
- 3) I will not take liquor or drugs during my stay in Hostel campus, Hostel or Bus or in
HDC/HCET/HCATP/HCP related centers or appear/enter in these places after
consumption of liquor/drugs.
- 4) If I am going out of the Campus with the permission of Warden/ Authority. I will
report latest by 7.00 pm to the Hostel.
- 5) I will not indulge in ragging directly or indirectly and will not resort to any undesirable
activity which may tarnish the image of HDC/HCET/HCATP/HCP.
- 6) In case of any harassment to me or others, I will bring immediately, to the notice of
the Principal .
- 7) I will abide by the above undertaking and all instruction given to me orally as well as
in writing from time to time. If I am found breaking the rules and instruction in any
way at any time, I am liable to be debarred from continuing with my programme or
be subjected to any other action deemed fit by the authorities
- 8) We have received the following fittings/furniture in the above said room in working &
good condition which will be maintained properly a) Tube Light b) Ceiling fan c) Cot
d) Tables e) Chair
f) cupboard g) Mirror, etc,

Once again I declare that I have seen and read the Hostel rules & regulation and
agree to abide by the said rule and regulation.

In case of non-compliance by me, the institute has the right to expel me from the
Hostel without any notice in writing.

I have read and understood the contents of Rules and regulations for Hostel
residents and the undertaking before signing it.

Place

Date :

Signature/ Mobile