

## Application Form for Hostel Admission 2017-2018

FORM NO..... COURSE..... CLASS.....

### INSTRUCTIONS

- All entries are to be filled in Ink/ball pen point by the candidate in English/Hindi.
- The Application should be accompanied by Photographs and attested copies of the following:
  - Fee receipt of admission to the course in original.
  - Self attested mark sheet of last examination passed.
  - Copy of Identity Proofs of Parents, Local Guardian and All other Visitors to the Hostel
  - Medical Fitness Certificate.
- Incomplete forms will not be considered. Furnishing incorrect information will lead to cancellation of admission.

Affix Recent  
Passport  
Size  
Photograph

### APPLICANT'S DETAILS

- Name ..... Class.....Date of Birth.....
- Email .....Mobile No. ....
- Blood Group ..... Marital status.....
- Last Exam. (Qualified).....Year.....
- School/College ..... Board/University .....
- Category : General/SC/ST/OBC .....
- Permanent Address .....

### 11. ACADEMIC RECORD

Last Class Attended	Board / Uni	Name of Institution	Year	Subjects	Percentage	Medium of instruction
Others						

### 13. FAMILY DETAILS:

<p><b>Father's Name:</b> _____</p> <p>Contact No. _____</p> <p>Profession: _____</p> <p>Annual Income: _____</p> <p>Office Address: _____</p> <p>_____</p> <div style="border: 1px solid black; width: fit-content; margin: 5px auto; padding: 2px;">Specimen Signature</div>	<p><b>Mother's Name</b> _____</p> <p>Contact No: _____</p> <p>Profession: _____</p> <p>Annual Income: _____</p> <p>Office Address: _____</p> <p>_____</p> <div style="border: 1px solid black; width: fit-content; margin: 5px auto; padding: 2px;">Specimen Signature</div>
<p><b><u>Particulars of Local Guardian</u></b></p> <p>Name.....</p> <p>Relation with Applicant.....</p> <p>(b) Residential Address .....</p> <p>.....</p> <p>Tel.No.....</p> <p>email ID.....</p> <p>(d) Occupation.....</p> <p>(c) Office Address .....</p> <p>.....</p> <p>Tel.No.....</p> <div style="border: 1px solid black; width: fit-content; margin: 5px auto; padding: 2px;">Specimen Signature</div>	<p><b><u>Particulars of Visitors</u></b></p> <p>Name.....</p> <p>Relation with Applicant.....</p> <p>(b) Residential Address .....</p> <p>.....</p> <p>Tel.No.....</p> <p>email ID.....</p> <p>(d) Occupation.....</p> <p>(c) Office Address .....</p> <p>.....</p> <p>Tel.No.....</p> <div style="border: 1px solid black; width: fit-content; margin: 5px auto; padding: 2px;">Specimen Signature</div>

**UNDERTAKING BY LOCAL GUARDIAN**

- 1. I,.....do hereby agree to be the Local Guardian of Ms.....  
I have personally known her for the last.....years.
- 2 I will take her away from the hostel in times of illness and distress or as may be required by the Hostel Administration. I understand that the Hostel Administration is not liable to look into the details of hospitalization & treatment etc.
- 3 I undertake that I will be available as and when Hostel Authorities require me in case of emergency.
- 4 I undertake to duly sign her Night leave and Performa as per hostel rules.
- 5 I hereby declare that the Address and Contact Numbers given above in admission form is true to the best of my knowledge and belief, and can be verified by hostel authorities.
- 6 I am fully aware and understand that if I fail to fulfill my above mentioned responsibilities, the admission of my ward in the hostel will be cancelled.

(Signature of Parent)

(Signature of Local Guardian)

Name.....

Name.....

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**NOTE: PHONE /MOBILE NUMBERS AND ADDRESSES MUST BE OPERATIVE AT ALL TIMES. THE COLLEGE HOSTEL SHOULD BE INFORMED OF ANY OR ALL UPDATES**

**UNDERTAKING FROM PARENTS ABOUT ALCOHOL AND DRUGS USE**

My daughter has no past record of indulgence in any type of drug use or consumption of alcohol. I take full the responsibility that she will continue to maintain non indulgence in drugs and alcohol throughout his/her stay in the Hostel. If at any stage of her stay in the Hostel, she found under the influence, possession or consumption of Drugs or alcohol I will accept appropriate punishment, fine or both imposed on my ward by the Hostel and College Authorities.

Signature of the parents

Mother.....

Father.....

Signature of Student.....

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**DECLARATION BY THE APPLICANT**

- 1. This application is being made in full knowledge of my parents/ husband and local guardian.
- 2. I hereby declare that in case I remain absent from the hostel for more than one month without intimation to the Hostel Authorities, the room allotted to me is liable to get vacated by the Hostel Authorities.
- 3. I have read the rules and regulations of the hostel and undertake to abide by them. I shall not plead ignorance of regulations that are notified from time to time.
- 4. I vouch for the correctness of the particulars given by me in the application form. I understand that if the particulars given by me are found to be incorrect my admission will be cancelled.
- 5. I hereby declare that I shall be responsible for any kind of theft/ fire in my room.
- 6. I undertake to inform the authorities, in writing of any change in any of the particulars given above as and when they occur.
- 7. I declare that the information provided in this form is correct and can be verified any time.
- 8. I shall not misbehave with any of the hostel authorities or staff serving in the hostel and shall not obstruct them from performing their duties for the smooth functioning of the hostel administration
- 9. I shall regularly participate in all the hostel meetings, and other cultural/sports activities.
- 10. I shall not degrade the hostel environment.
- 11. I shall not cause any discomfort to my fellow residents.
- 12. I shall abide by the hostel rules to take meals in the hostel mess or as per office order.
- 13. I shall not indulge in any act of indiscipline during stay in the hostel.
- 14. I shall not indulge in any indiscipline or illegal activities outside the hostel campus during stay in the hostel.
- 15. The non-compliance of the any of the above clauses of the Hostel code of conduct shall lead to cancellation of my hostel admission with immediate effect.

**Signature of Applicant**

Date.....

Name.....

## MEDICAL FITNESS DECLARATION

1. I declare that I am not suffering from any infectious, chronic or any other disease, which makes me, unfit for stay in the Hostel.

2. I also declare that I am not suffering from asthma, epilepsy or any other medical problem which requires immediate medical attention.

3. In case I have any medical problem requiring any specific facility in the Hostel the same is indicated along with supporting documents.

4. Details of the person to be contacted in case of emergency:

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Tel. No. \_\_\_\_\_ Mobile : \_\_\_\_\_

Do you suffer from any Chronic Ailment? Yes / No. If yes , give details: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

Any specific Medication required: \_\_\_\_\_

Any other detail you would like to furnish : \_\_\_\_\_

\_\_\_\_\_

**Signature of the Applicant**

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## MEDICAL CERTIFICATE

Dated \_\_\_\_\_

Certified that Ms. \_\_\_\_\_ Son/Daughter/Wife of  
Sh. \_\_\_\_\_ resident of \_\_\_\_\_ District \_\_\_\_\_ appeared before the  
undersigned Medical Officer for medical check-up. On her Medical Examination it is found that she does  
not have any communicable disease or any other serious medical history that would prevent him from  
staying in the hostel.

Certified that the candidate is medically fit to stay in the hostel : Yes / No

(Signature of the applicant)

Medical Officer

Date: \_\_\_\_\_

(Seal of the above authority)

Place: \_\_\_\_\_

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## TO BE FILLED BY THE HOSTEL OFFICE

Hostel Fee Rs. \_\_\_\_\_ Received vide Receipt No. \_\_\_\_\_

Dated \_\_\_\_\_ Room No. \_\_\_\_\_

(COORDINATOR/WARDEN)

(HOSTEL CLERK/ASTT.)

\*Residents are advised to note their receipt no. for future reference.

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### HOSTEL ROOM AMENITIES:

1. Bed - 01      2. Mattress - 01      3. Study Table - 01      4. Chair – 01

5. Pillow with Cover      6. Almirah with Lock      7. AC

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### HOSTEL RULES:

1. Adherence to the code of conduct is must for all Hostlers.
2. It is mandatory to the hostlers to follow the rules, regulation and instruction of Warden/Principal.
3. It is individual responsibility to keep hostel neat & Clean
4. Hostlers must remain inside the room after 8.00 pm.
5. Cooking is not allowed inside the room.
6. Hostlers are not permitted to keep any electronic appliances like stove, immersion rod, iron etc.  
They are also not allowed to keep any precious jewellery or cash in the hostel.
7. Non-veg. food is not allowed in the hostel.
8. Hostlers are not allowed to move without a gate pass duly signed by the warden.