

HOSTEL STUDENT APPLICATION FORM

ACADEMIC YEAR.

APPLICATION No.:

1.Student Name : (Block letters) as per SSLC Phone Number : E-mail :	PHOTO
2.Father's / Mother's Name : Qualification : Occupation : Address with pin code : Phone No / Mobile Nos : E-mail :	
3.Local Guardian's Name : Qualification : Occupation : Address with pin code : Phone No / Mobile Nos : E-mail :	
<ul style="list-style-type: none"> • Sex : Male <input type="checkbox"/> Female <input type="checkbox"/> • Age : Date of birth : <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> • Course : BE <input type="checkbox"/> MBA <input type="checkbox"/> M.Tech <input type="checkbox"/> PUC <input type="checkbox"/> • Year : 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> • Branch : (At the time of admission) • University Seat Number : <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> • Room Allotted : Boys Old Block <input type="checkbox"/> Boys New Block <input type="checkbox"/> Girls Hostel <input type="checkbox"/> Guest House <input type="checkbox"/> Room Number: • Veg <input type="checkbox"/> / Non Veg <input type="checkbox"/> • Blood Group : 	
Note: 1. Change of option from Veg to Non Veg and vice versa is strictly not entertained. 2. Tick at appropriate space of the block provided on the application form.	

Signature of the student

Warden

Principal

RULES, REGULATIONS & NORMS APPLICABLE TO HOSTILITIES

1. Rooms should be kept neat, fresh and tidy.
2. Garbage should be thrown in Dustbin only. For the transit of garbage from the room pass on to the main dustbins kept in each floor, students should use personal dustbins in each room. They should not throw the garbage into the corridor and other areas.
3. Drying clothes on Railings and Parapet walls in the corridor is strictly prohibited.
4. Furniture should be only in the place initially planned for and cannot be moved.
5. No posters are allowed to be pasted on the walls and doors. Violation of this will attract heavy penalty.
6. During the college hours students cannot stay back in the hostel without prior permission of the Principal/Warden.
7. Students should maintain academic attendance above 85% in all subjects as per VTU norms.
8. 7.30p.m. to 7.00 a.m. every day is specified as study hours. During these hours:
 - a) Every student should strictly be in his/her room, except during dining time at canteen.
 - b) Students are generally not allowed to go to other rooms for borrowing materials such as notes, calculators, medicines, etc., which will result in unwanted problems.
 - c) Transistors and CD Players are normally not allowed. If they are desirous of using them (with prior permission from the warden), can only be used with head phones.
 - d) No combined studies/discussions are allowed in the rooms.
9. When called for a meeting the attendance is compulsory & should be punctual.
10. If the student notices any problem/discrepancy the same should be brought to the notice of the undersigned immediately.
11. Hostel authorities are empowered to enter the room at any point of time (even in the midnight) to inspect the room and belongings of the students. No resistance can be offered by the inmates. They must also co-operate in completing the inspection. Resistance is considered as violation of norms.
12. Local Guardian (LG): Parents will have to identify the local guardian. The local guardian should be an elderly (above 35 years) person. The age factor may be relaxed only in the case of LG being the own brother/sister working in Bangalore. The Local guardian will have to respond to the request of the hostel authorities from time to time.
13. Students are allowed to visit the Local guardian place for night stay with prior permission of the warden in the prescribed format one day in advance. Anybody visits the Local guardian place for night stay without the permission of the warden then the same will be treated as violation of rules. They should return before the specified time.
14. No guests including the relatives and family members are allowed to enter the hostel. They can only meet their ward in the Reception/Office Room. Visitors other than Parents may not be allowed to visit unless the Warden is totally convinced and the Warden's decision to permit or not is final.
15. The guests are requested to report at reception/office for needful.
16. Use of Electrical Heater/Stoves/Appliances is strictly banned.
17. Students should return to the campus before 8:00pm for boys and 6:30pm for girls.
18. ****Smoking & Consuming alcohol by any either inside or outside the hostel is strictly prohibited. Any such related material found in the room amounts to serious violation of the hostel norms.**
19. ****Ragging is strictly prohibited. Even any attempt to rag is considered an unforgivable offense.**
20. ****Use & possessing of any weapon, inflammable/explosive material (including crackers) in any form is strictly prohibited.**
21. ****Going on Picnic/visits is strictly prohibited. Students violating are solely responsible for the consequences arising out of violation. The college will in no way be responsible for the consequences and such students will be sent out of the hostel and the college without any further notice.**
22. Use of mobiles should not create problems in the hostel.
23. Students leaving the hostel in the middle of the academic year on their own or asked to vacate the hostel on disciplinary measure will forfeit the entire amount paid to the hostel including the Rent/Mess advance/any deposit.
24. The period of accommodation in the hostel is for one academic year in which the Boy/Girl seeks admission to the hostel, and not for one calendar year. Student has to pay the requisite fee towards the hostel rent for one full year (twelve months) and mess advance. The amount of rent and mess charges which varies from time to time will be fixed by the college management.
25. Use of Laptop is allowed only with prior permission as per the norms of the Hostel. Any software in it is subjected to scrutiny by the hostel authorities. Materials which are objectionable will be confiscated as a disciplinary measure.
26. When students are going out of the hostel on short-term / midterm vacation, they need to take prior permission from the Warden in the prescribed format. Going without permission under any circumstances is treated as violation of rules.
27. If any hostel inmate is not present in the room after 9:00Pm in his room/hostel, then it is the roommate's responsibility to intimate the absence of his room partner immediately to the hostel incharge.

28. When the inmates are vacating the hostel they have to intimate the Warden in advance. If anybody vacates the hostel without following the formality, it amounts to violation of the hostel rules. Their belongings (if any) will be seized and the hostel authorities will not be responsible for loss of materials.
29. Management/staff is not responsible for the student valuables like cell phones, gold, money...etc.
A student has to vacate the hostel along with his/her luggage at the end of each academic year, within three days after the last day of the exam. If a hosteller desires to continue for the next academic year, he/she can reserve his/her seat by submitting the request letter in the prescribed format to the Warden and is subjected to the approval of the Warden and the authorities of the hostel. If the student is permitted to continue he/she can reserve the hostel accommodation by paying amount in full payable towards the hostel fee. Once the amount is paid, it will not be refunded even if the student changes his/her decision. In case the hosteller does not join the hostel in the next academic year, hosteller will forfeit the reservation amount. Only those students, whose reservation is accepted, will be permitted to keep their luggage in the hostel in the prescribed place.
30. CLOAK ROOM FACILITY TO KEEP LUGGAGE
Those who desire to continue, and are willing to keep their luggage in the hostel during the brief vacation, can make use of the cloak room facility. Such students will submit a requisition letter for the same in the prescribed format and take the acknowledgement.

Violation of these and any other norms prescribed by the undersigned from time to time, the hosteller will be asked to vacate the hostel on disciplinary measure with 24hours notice.

****In cases of violation, the hosteller is not only rusticated from the hostel on disciplinary ground, but will also be rusticated from the college without any notice/information.**

DECLARATION BY PARENT

My ward Studying in Year of
Branch may kindly be accommodated in the hostel.

He/She will abide by rules and regulations of the hostel as specified from time to time, failing which he/she may be rusticated from the hostel within 24 hours notice, without any further intimation. Mr./Miss will be local Guardian whose address and phone numbers are furnished in the application form.

Signature of the Local Guardian.

UNDERTAKING BY HOSTEL INMATE

I have fully understood the rules and regulations of hostel. I promise that I will not violate the rules and regulations. Any time I am found violating this, I may be out of the hostel giving 24 hours notice. In case I do not vacate, I may be forcibly made to vacate, including clearing my belongings.

This has been intimated to my parents and their consent has been taken.

In case I am fined for violating the rules/guidelines as a warning and if I do not pay the fine within the stipulated period, I may be sent out within 24 hours notice on indisciplinary measure and that I will forfeit the entire amount paid to the hostel including the caution deposit if any.

Signature of the student.

Note: Read carefully the rules and regulations form before submitting the application form.