

Hostel Application Form

Photo

Name : _____

Father/Guardian Name & Occupation: _____

Correspondence Address : _____

E-Mail : _____ Tel No.: _____

Permanent Address : _____

Contact No.: _____

Applicant Declaration:

I have read and understood all the rules and regulations given in hostel code of conduct/brochure and I agree to abide by all rules and regulations that are now, or may be in the future, in force, at the hostel.

I understand that in case of misconduct hostel management will have all the right to take decision.

I also understand that the hostel fee once paid will not refundable or adjustable.

Date:

Signature of the Applicant

Place:

Parents Declaration:

I have read and understood hostel rules and regulations in detail and I have no objection in admitting my Son/Daughter to the hostel. I also understated that the hostel fees once paid are not refundable/adjustable under any circumstances.

Date:

Parents/Guardians Signature

Place:

Payment Details

Caution Deposit Amount _____ DD No/Receipt No: _____

Date: _____ Bank: _____

For the Year	Amount	Bank/DD No. No.	Cash/Receipt Accounts	Signature
1st Year				
2nd Year				

(Office Use Only)

Hostel Allocation Status : Yes No

Hostel ID Card No. : _____ Issue Date : _____

Hostel Joining Date : _____

Remark : _____

Signature

Rules and Regulations for Hostel

Every student must maintain the decorum of Hostel by adhering to the rules and regulations set by the Institute and management of the Hostel.

- **Hostel Charges**

- **Refundable Deposit** - **Rs. 20,000 /-**
- **First Year** - **Rs. 56,000 /-**
- **Second Year** - **Rs. 60,000 /-**

- Hostel charges does not include food & mess charges. Personalized food menu (optional) available at reasonable cost.
- Students need to register for the second year of hostel (with 2nd year fee details) stay, 2 months prior to the end of the first year, failing which the hostel management would not be responsible for any inconveniences.
- Students are expected to be polite towards the management and staff of the hostel.
- Students must return to the hostel premises not later than 09:00 pm. Strict action will be taken in case of any default. Hostel Management will not be responsible for any untoward incidents if the students are not within the hostel premises by 09:00 pm.
- Students should compulsorily sign the log register before entering / leaving the hostel.
- Students must not be found in the Hostel premises during class hours unless with prior permission from the Hostel Coordinator or on holidays declared by the Institute.
- Students who wish to go out /stay with friends or relatives may do so only after a letter is given to the PGP coordinator and the management of the hostel and proper permission obtained from both.
- All complaints must be recorded in the complaint book only. No personal calls will be entertained unless urgent or in case of emergency.
- Extension of any external political activities or unwanted activities that might be a nuisance to the neighbors into the hostel premises will be viewed seriously by the Hostel Management and might lead to the expulsion of the student.
- Students must not use their laptops or any other systems for purposes of loud music that disturbs the neighbors.
- Students are not permitted to change their hostel rooms without the notice and permission of the Hostel management.
- The hostel room and surrounding premises must be kept clean.
- Any accidental damage/loss to the moveable or immoveable articles (Furniture / fittings etc) in the premises by the student shall be repaired / replaced by the hostel management. The cost incurred for the same shall be deducted from the caution deposit.
- Smoking, Drinking (liquor Consumption), use of gutkhas, use of abusive language, Borrowing & Lending, Quarrels & Arguments, Driving without Driving License or without proper document, rough driving, use of narcotics is strictly prohibited. If any student is found indulging in or is involved in the above mentioned activities they shall be liable for punishment by way of FIR lodged against them in the police station and expulsion from the hostel.
- Visitors may be allowed only after prior permission from the Hostel warden. Students must use the common room/ area to meet visitors. Visitors /Parents / friends are not allowed to stay in the hostels.
- Excessive use of electricity & water will be charged extra. Scribbling, spitting or/and sticking posters on the walls is strictly prohibited.
- Students must cooperate with the hostel management to conserve and maintain the cost of electricity and water. All extra charges above the permitted limit (Rs. 150/- Per head) will be borne by the student.
- All valuables (cash, jewelry, clothes, laptop, transistors, and cameras etc.) must be kept under lock and key. ISBR / Hostel Management will not be responsible for any loss / theft of such or other items.
- The Hostel fees shall not be refunded if the resident is leaving the hostel or does not utilizes any facility of the hostel.
- Deposit will be refunded only at the end of the Even Semester. No request in this regard will be entertained.
- Cooking and cooking equipment's shall not be allowed within the hostel premises.
- All residents are expected to keep their rooms clean & tidy.
- Residents should be considerate towards one another and refrain from making noise late at night or early in the morning, particularly after 11.00 p.m. and before 7.00 a.m.
- Combined studies with other students are not allowed.
- Drilling, Nailing and other works, which may alter the structure of the hostel, are not allowed.
- Hostel management along with the student representatives are responsible for taking care of student's health problems till the primary inspection and treatment. In case of a medical emergency and health problem a student is taken to the nearest hospital/doctor for primary treatment and the local guardian/parent is duly informed. The local guardian/parent will have to take charge thereafter and the entire responsibility for treatment and related expenses will be borne by the Parents / Local guardian.
In case of contagious health problems students are advised to reside at their home or guardians place.

The management reserves the right to take any disciplinary action including eviction from the hostel or/and penalty of fine for violation of any rules and regulations. The management reserves the right to change and introduce any rules without informing the students and parents.

I..... S/o have read and understood the above mentioned points and will abide and follow the same.

Student Sign:

(Name :.....)

Parent / Gaurdian Sign: