

FOR OFFICE USE ONLY

Application No. _____ Date of Issue: _____

GRANTED / NOT GRANTED ACCOMMODATION

Remarks _____

Signature of A.A.O _____

Please affix
Recent Passport
sized Colour
Photograph
taken against light
background

Applicant's Name: _____

Enclosed Applicant's Aadhar Card Copy _____

Father's Name: _____ Mother's Name: _____

Father's complete Residential Address: _____

Active Mob. No.: _____ Landline No.: _____ Active E-mail Address: _____

Mother's complete Residential Address (If different from above): _____

Active Mob. No.: _____ Landline No. _____

Active E-mail Address: _____

Father's/ Mother's Official Address: _____

Official E-mail Address: _____

For 1st Year B.Sc. /other Courses Students only

JEE Roll No.: _____ Academic Fee receipt no.: _____

For 2nd Year/ 3rd Year B.Sc. students only

Attendance in last Semester _____%

Marks obtained: _____ Out Of: _____ ATKT: Yes/No

Were you penalized in the past for violation of Hostel/Institute Rules: Yes/No

I have read, understood and accept all the rules and regulations of the Hostel that are printed in the Prospectus and I agree to abide by the same. I am aware that I will be fined/ penalized if I do not abide by the same. I agree to vacate the hostel immediately after the Semester Examination conducted by National Council for Hotel Management & Catering Technology.

I will forfeit all the fees if I quit the Hostel for any reason or I am expelled from the Hostel.

Applicant's Signature

Signature of Applicant's Parent/Legal Guardian

(This parent's signature must appear on all future communication with the Warden)

GENERAL HEALTH REPORT

In the interest of your ward's life and that of all the Hostelites residing with her/him, please disclose **complete**, correct information so that appropriate medical attention may be administered to her/him in case of an emergency, during her/his stay in the hostel.

1. Does your ward have any infectious/communicable disease or problems related to the following:

- Yes No. If yes, please (✓)
- Cardiac Hypertension Epilepsy
- Locomotor disability Respiratory Mental
- Renal Tuberculosis (T.B.)

Please provide relevant information:

2. Does she/he have any known allergies to food or medicine? Yes No

3. Is she/he under any medication? Yes No. Please provide relevant information:

4. Height: _____ ft. _____ in. Weight: _____ kgs. Blood group: _____

Undertaking from Parent / Legal Guardian appointed by Parent

(Legal guardian must personally sign the undertaking in the presence of the Admin. Officer/Warden)

I, the undersigned parent/legal guardian of Mr./Ms. _____ have read, understood and accepted all the rules of the Hostel that are listed in the Institute Prospectus. Moreover, I do hereby undertake complete responsibility of my ward.

I understand, agree and pledge to ensure:

- ✓ That I will co-operate with the Hostel Warden/Institute authorities to ensure that my ward maintains the discipline in the Hostel, even if it means expulsion of my ward from the Hostel for breach of discipline. I agree that in the interest of maintaining discipline and decorum, the decision taken by the Institute's authorities will be binding on me and my ward without any questioning whatsoever.
- ✓ That I will communicate frequently with my ward and Institute authorities to ensure that he / she is abiding by the rules of the Hostel.
- ✓ That my ward will not be absent from the Hostel; that I will give 7 days prior intimation in writing, via courier / registered letter to the Warden/Institute authorities, if I wish my ward to remain absent from the Hostel. It is my sole responsibility that my ward returns home directly from the Institute during vacations, leave and at the end of the academic year.
- ✓ My ward will not possess / consume / supply alcohol, cigarettes, drugs, gutka.
- ✓ My ward will maintain a minimum of 75% attendance in academics to retain hostel accommodation and secure hostel accommodation for the next year.
- ✓ That the Institute will not be held responsible for any untoward act of my ward inside or outside the Institute premises.
- ✓ To make good any loss caused by him/her on the Institute's premises by way of recovery, in case of damage – accidentally or otherwise – caused by him / her to the property of the Institute or the property belonging to other hostelites.
- ✓ That in case of major sickness/hospitalization, the legal guardian, undertake to reach the hostel/hospital immediately on intimation, and take care of my ward.
- ✓ That my ward does not possess a driving license nor a vehicle, nor will he /she hire vehicles.
- ✓ That my ward will not go for picnics, outings near the sea, river, lake.
- ✓ That in case of change of Legal Guardian, I will inform the Warden and Institute Authorities in writing, within 24 hours.

Name of the Legal Guardian: (or Parent, if Legal Guardian is not available)

Mr. / Ms.: _____

Legal Guardian's Occupation and Designation:

Legal Guardian's Residential Address:

Mobile / Landline Phone No.: _____

I have been appointed by the Parent as Legal Guardian and I adopt of all the terms mentioned above.

(Please tick ✓)

Signature of the **Legal Guardian** with Date

I hereby appoint a legal guardian (whose name appears above)

I do not appoint a legal guardian.

Signature of the **Parent** with Date

IMPORTANT INSTRUCTIONS TO HOSTELITES

Attire.

Be properly dressed at all times, even while in the room.
 (Acceptable: H/S T-shirt, Bermuda shorts. Not acceptable: Sleeveless T-shirts, small shorts).
 Always carry your Hostel Identity card with you after college hours

Character & Conduct.

Be courteous and respectful in the Hostel, especially to the Warden, caretaker and senior hostelites.
 Do not protest/ argue with any of the Hostel staff, representatives or Security guards while they are carrying out their duty. Seek clarifications at a later time.
 Do not abuse anyone- physically nor verbally, nor use foul language.
 Do not pass hurtful remarks against anyone, irrespective of religion, gender or caste, etc
 Do not create a nuisance and disturbance. Do not hold unauthorized meetings or celebrations.

Rooms.

Do not enter the Hostel/Staff Quarters from 9 am to 1 pm on working days.

Boys are not allowed into the Girls' Hostel and vice versa.

Visiting hours 5pm to 7pm: Only at Main Gate

The room is exclusively for you and your room-mates. Do not entertain anyone else in your room.

Do not keep in your room: any cash/ items that are valuable to you. Take care of your keys, ATM card, wallet-do not give it to anyone else. Lock your belongings security, while visiting washrooms.

No friends are permitted in the hostel.

No meals in the room.

Rooms inspection:

Keep your rooms clean at all times.
 The Caretaker/ Hostel Warden/
 Hostelite representative may inspect
 the room at any time of day or night.

Daily Cleaning (7.45 p.m. to 8.00 p.m.)	
o	Fold & put away all clothes. Arrange footwear in order in the balcony. Soiled clothes must be put neatly into a bucket & kept in the balcony.
o	De-clutter the desk/bed/chairs. Tidy up all personal belongings. Make the bed. Air out the room. (freshen it up)
o	Sweep up the dirt in the room and balcony.
o	Empty the garbage bin.
Weekly Cleaning (Sunday 4.00 p.m. to 5.00 p.m.)	
o	Damp wipe the tables, chairs and window sills.
o	Sweep, mop the room and balcony.
o	Clean spots/ stains from walls and doors. Clean switchboard.
o	Clean up bathrooms, toilets, wash basins, mirrors.
o	Report any faulty switches, lights, fans, taps to the H.K. Rep.

Safety & Security.

Report back to the campus every evening as per the timings. If late, present your Hostel ID card to the Security guard for verification and fill in the late entry slip.

Be back in your own room by 10.30 pm till 6 am. No movement in the corridors permitted, except for visit to the toilet, after obtaining permission from the Security guard. **Do not enter into any cash transactions with any of the Hostel Staff.**

IMPORTANT TIMINGS		
Reporting to Hostel	08:00 pm	Daily
	08:00 pm	Sat
Daily attendance	09:30 pm [10:30 pm on Sat.] (Boys) 08:30 pm (Girls)	Daily
Daily cleaning	7:45 pm to 8:00 pm	Mon-Sat
Weekly cleaning	4:00 pm to 5:00 pm	Sun
Breakfast	08:00 am	Mon-Fri
	09:00 am	Sat, Sun, Holidays
Lunch	1:00 pm	Mon-Fri, Holidays
Snacks	5:30 pm	Daily
Dinner	8:30 pm	Daily
T.V. timings	5:30 pm to 10:00 pm	Daily
	Till midnight	Fri, Sat, before a holiday.
Playing music	7:00 am to 2:00 pm 4:00 pm to 10:00 pm	Daily
Sports	5:30 pm to 8:00 pm	Daily

Timings.

Complete all personal work by 10:30 pm.
 Arrive punctually for Mess duty (rota). meals, and attendance.
 Be physically present for attendance daily, during which mobile phones must be switched off.

ODC's.

Lists of Hostelites taking part in ODC for Sat/ Sun must be submitted to the Warden on Friday, or previous day of the Holiday.

No substitution permitted unless approved by the F&B Department.

Do not take part in ODC's if you have been allotted mess duty.

Leave.

Request letters from parents should reach the Principal 7 days prior to leave, either by courier/ Registered post. Parents' signature on the letter must match with Institute records and must state clearly the date when you will report back to the Hostel. Emails and Faxes are not accepted.

Faxes are accepted only in case of dire emergency and only after obtaining the explicit permission of the Caretaker/ Warden/Principal. Supporting documents must be couriered within 2 days.

- Hygiene and Sanitation.**

Throw garbage in the bins, not out of your window.
Flush the toilet after every use. Do not mess up the entire area.
Keep the surrounding area dry. Clean the bathroom after you use it.
Do not share personal articles like towels, razors, soap- you may catch/ spread a disease.
Do not spend too much time.
Do not smoke in toilets/ washrooms. Do not spit.
Use a tumbler for drinking water. Do not drink directly from the tap.
- Requirements.**

Requirements Hostel rooms are equipped with individual cot, chair, built-in cupboard and study table. Room-mates will have to collectively purchase a suitable lock for the allotted room with 4 or 8 keys as needed. (One room-key must compulsorily be deposited with the caretaker).
6 lever lock for the cupboard.
Pillow, three sets of bed linen, dusters, hand/bath towels, toiletries.
SS dinner plate & bowl, SS coffee mug/tumbler, spoon/fork, bottle for drinking water.
Rainwear, umbrella. Light blanket cap.
Table/Emergency lamp with CFL bulb, Rechargeable torch.
Clothes hangers, clothes clips, nylon rope for clothesline.
15 liter plastic bucket & a plastic mug.
Mosquito repellent liquidator/ lotions/ spray.
Hot plates, kettles and other appliances meant for reheating/cooking of food and beverages are strictly NOT permitted; if found, they will be confiscated (never to be returned) and the Hostelite penalized. Thermos flasks and casseroles may be used instead.
- Hostel Mess/ Meals.**

Ensure that you have correctly filled in the meal count register. Do not ask your friends/ roommates to do so on your behalf. If you are absent without prior intimation, you can be penalized. Meals must be taken only in the Dining room. Hostel identity card must be presented at meal-time. The Warden may permit meals in the room only if the Hostelite is seriously ill, and if permission is requested.
Maintain the order and discipline while in the dining room. Be polite and clean up after you finish. Do not complain about food/ service while in the dining room. Resolve the matter with the Warden, at a later time. Do not waste food. Take only as much as you can eat. Do not enter the Kitchen at any time, even if the service counter is closed. Kindly note that revealing clothing is not allowed in hostel mess.
- Electricity & Water.**

Be very economical in the use of water and electricity.
Switch off fans, lights-when you leave the room, or when you find them unnecessarily switched on.
Do not allow water to run while shaving, bathing, etc.
Close the tap, even if there is no water supply- when restored, it can drain off.
- Hostel admission, re-admission, leaving the hostel.**

Every year a student must apply afresh for Hostel Accommodation. Preference is given to 3rd year students.
Hostel Accommodation fees, Hostel Mess fees are payable in full in advance before the commencement of the academic year. No concession fee is permitted.
Students who wish to avail hostel facility in the 2nd & 3rd year must pay in full before proceeding on summer vacations (including those who are sent for Industrial Release Training in the 1st term) to reserve accommodation for them in advance.
No refunds or adjustments under any circumstances.
When a hostelite leaves at the end of the academic year, leaves of his/ her own will, or is expelled from the hostel he/ she must complete the Hostel Clearance procedure, else deductions will be made from Caution Money for items not returned, damages, etc.
- Yes, I have read, understood and agree to all the above.**

Signature of the Applicant

Signature of the Parent

UNDERTAKING

1. I am aware that I am required to maintain a minimum of 75% attendance at all times. If, at any given time, my attendance falls below 75%, I know that I will be asked to vacate the Hostel without refund of any fees.

2. I have read and understood E-prospectus of the Institute and shall abide all Hostel rules and regulations mentioned therein.

NAME: _____

S/o and D/o: _____

COUNCIL ROLL NO.: _____

COURSE: _____

DATE: _____

Parent's or Legal Guardian's Name and Signature 1.)

2.)

OFFENCES AND PENALTIES

The Institute encourages hostelites to **develop good habits, and a positive co-operative attitude**. Listed below are some of the offences and fines which may be levied on each Hostelite, individually, for violation of Hostel rules. **The fines are only meant to discourage/ reduce wrongdoing**. Parents and guardians are advised to co-operate with the Institute in this endeavor. Repeat offenders may be asked to vacate the Hostel, after being warned thrice by the Caretaker/ Warden, thus forfeiting all the fees paid.

1) Going for picnics, involvement in fights, abusive language, damaging hostel or Institute property, intentionally or otherwise.	Rs.500/-, cost of replacement, expulsion from the hostel or all of the above.
2) Smoking, drinking, drugs, gutka, substance abuse, and having in his or her possession any of cigarettes, alcohol, drugs, gutka or similar abusive substances. (anywhere in the room) Playing cards, gambling in any form.	Rs.500/- per instance .May result in expulsion from the hostel
3) Loitering in the Hostel rooms in Hostel during regular class hours/ permitting day scholars into the hostel room.	Rs.300/- per instance
4) Absconding (absence without prior permission, or without valid reason) 5) Late return from vacation or proceeding for leave without prior intimation.	Rs.250/- per day / May result in expulsion from the hostel.
6) Presence of cutlery, crockery, raw ingredients in room 7) Untidy room including dirty floor, clutter, disorder, etc 8) Posters/ pictures on the wall. 9) Defacing the wall (graffiti), furniture, doors 10) Putting nails into the wall	Rs.300/- per instance or cost of repair.
11) Appearing in Public area (any area other than the room) without proper attire. (acceptable attire: half sleeve T-shirt, Bermudas) 12) Playing loud music which disturbs neighbours/ roommates and playing music beyond permitted timing. (Headphones to be used when playing music on the mobile, outside the room.) 13) Playing games in the building premises, creating a nuisance 14) Wastage of electricity, water. 15) Late entry into hostel, entering other's room, permitting others into the room. 16) Furniture out of place, bare mattress/pillow.	Rs.500/- per instance.
17) Not reporting for Rota/ meals.	Rs.100/- per meal
18) Any acts of indiscipline, irresponsible behavior which is not detailed above, will attract a fine of Rs.100/- to Rs.1000/- at the discretion of the Hostel Warden.	
19) Deposit the fine with Cashier within 7 working days. Retain and present Cashier's receipt to the Warden/ Caretaker, failing which more stringent action may be taken against the errant Hostelite.	

Yes, I have **read, understood** and **agreed** to the all of the above.

(Signature of the Applicant)
Guardian

(Signature of the Parent) / Legal

1. Photocopy this page and fill in required information correctly. Signature of parent must match Institute records.
2. Mail the completed form only by courier/speed-post to "The Boys'/Girls' Hostel Warden"
3. The letter must reach the Warden five working days before the required leave period.
4. In the interest of your ward's safety, e-mail/fax/hand delivered letters are not acceptable.