



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

APPLICATION FORM FOR HOSTEL ACCOMMODATION

Session 20..... 20.....

1. Year, Sem. & Branch: _____	<div style="border: 1px solid black; padding: 10px; text-align: center;">Affix two extra Photo with application form</div>
2. Hostel Name (Fill by Hostel office) _____	
3. Room No. (Fill by Hostel office) _____	
4. College Registration No. _____	
5. Student Name: Mr./Ms. _____	
6. Father's Name: _____	
7. Mother's Name: _____	
8. Date of Birth: _____ Blood Group _____	
9. Poornima E-Mail ID: _____	
10. Mobile. No. (Self): _____ Mobile No. (Father) _____	
Mob. No. (Mother): _____ Aadhaar Card No*: _____	
11. Whether suffering from any chronic medical illness (If yes, mention the nature of illness) _____	
11 Parent's Present Address	12 Local Guardian's Name, Relation & Address*
_____	_____
_____	_____
_____	_____
_____ Distt. _____	Mobile _____
Pin Code _____ State _____	*to be authenticated by parents

Session	Room Category	ADD ONS	HCM	Total fees without HCM	Total Fees with HCM

Signature of Student with date

Signature of Parent/Guardian with date

Please Note: Attach a copy of your Aadhaar Card with this form.

RULES AND REGULATIONS FOR HOSTELLER

1. THE STUDENT who wishes to reside in the hostel is not allowed to leave the hostel during the MID-SESSION or at any point of time during the session, except in the case if he/she has been expelled from the hostel on account of disciplinary action/misconducts/short attendance etc.
2. Hostel Fee is NON REFUNDABLE except Caution Money. In case the student has been expelled from the Hostel on account of disciplinary action/ misconducts/short attendance etc. his/her hostel fee and Hostel Caution Money will automatically be forfeited. No claim for any kind of refund will be entertained.
3. No hosteller will be permitted to continue to occupy hostel room, unless he/she pay hostel dues within stipulated time. Any delay in payment of dues will attract fine as per rules.
4. Use of intoxicants (Alcohols and drugs) and smoking is strictly prohibited by law.
5. Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/indirectly in indisciplinary activities like theft case/ragging/ fighting/quarrelling/use of abusive language/misbehave with fellow students, juniors/seniors within campus or with outsiders at public places and also with Staff members, the disciplinary action shall be initiated against him/her as deemed necessary or may be handed over to police for legal proceedings according to nature of offence for which entire responsibility lies on the concerned hosteller.
6. Any food parcel from outside is allowed until 10:30 pm. Under no circumstances, no parcel will be received after 10:30. In any hostel.
7. To carry food or utensils from the mess in the hostel room is STRICTLY PROHIBITED. However, in case of infectious disease or severe sickness or orthopedic reasons, special permission may be obtained from Mess Manager through Chief Warden/Warden in writing.
8. The hosteller is required to follow the Mess timings & Mess Regulations meticulously.
9. No hosteller is allowed to use stove, heater, iron, coolers immersion rod etc. unless specifically permitted by the competent authority.
10. The hosteller will ensure optimal utilization of Electricity and Water. Switch off the lights & fans when not in use. Wastage of Water is strictly prohibited.
11. BORROWING MONEY FROM CO-HOSTELLERS IS STRICTLY PROHIBITED.
12. ORGANISING PRIVATE PARTY/CELEBRATION IN COLLEGE/HOSTEL PREMISES IS STRICTLY PROHIBITED.
13. KEEPING VALUABLE THINGS IN HOSTEL ROOM IS STRICTLY PROHIBITED. However, under unavoidable circumstances, the hosteller himself/herself will ensure safe guarding of valuable things and other personal belongings from theft/lost/damage.
14. The Residential Apartment is OUT OF BOUND for all hostellers at all times. In case of any emergency, the student may contact concerned Chief Warden/Warden telephonically.
15. Every Hosteller is required to attend college regularly on time without fail. No Hosteller will stay back in hostel during college hours, unless specifically permitted by the competent authority.
16. No hosteller will leave hostel campus, unless he/she obtains out pass issued by concerned hostel Chief Warden/Warden and duly recorded in Movement Register available at Main/Hostel Gate.
17. ENTRY OF MALE STUDENTS/OUTSIDERS IN GIRLS HOSTEL AND FEMALE STUDENTS/OUTSIDERS IN BOYS HOSTEL IS STRICTLY PROHIBITED.
18. No visitor/guest/parents is allowed in hostel rooms. However, the hostel administration may be permitted to meet them with prior permission from concerned hostel Chief Warden/Warden at hostel reception room between 3:30 PM to 7:30 PM only.
19. Lodging and boarding facility may be made available for parents on advance booking on payment of Rs. 1000(for one person)/1500- (for two persons) per room per day by concerned hosteller for a day only. THIS FACILITY IS AVAILABLE FOR PARENTS ONLY.
20. Booking fee once deposited will not be refunded under any circumstances nor will it be transferable to any other fee.
21. The hostel administration will not be responsible for the theft of any kind of belongings in the hostel. All the students are advised to keep strong locks in the rooms and almirahs and keep valuables in the almirahs.
22. Outside students are not allowed to enter the hostel. If an outstation student is found in the hostel and in whose room both the students (outside student and in whose room) Rs. Fine will be imposed.
23. If any student is found guilty of misbehaving with the hostel staff, mess staff or any other staff, he/she will be expelled from the hostel with immediate effect.
24. If a student is found indulging in any kind of indiscipline during the entire session, he/she may be expelled from the hostel with immediate effect.
25. I solemnly declare that I do not use intoxicants of any kind. I am not addicted to any kind of drugs and will not indulge in any kind of drug activity in future.
26. I solemnly declare that I will not engage in any activity that may cause harm to my life or harm to others.

I _____ (Name of Parent/Guardian) and my ward name is _____ have read and understood the above rules and regulations of college and hostel presently in force and as modified from time. I assure you that my ward will ensure strict adherence to above rules and regulation failing which may attract disciplinary action against my ward as per rules including removal from the college and hostel for which my ward himself/herself will be held responsible for the same.

Signature of Student with date

Signature of Parent/Guardian with date