

**REGISTRATION FORM FOR HOSTEL ACCOMMODATION**

**:: For Office Use Only ::**

Form No:	Room No:	Date:	
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Affix Passport size  
Photograph of  
Applicant

1.	Name of the Applicant		
2.	Date of Birth		
3.	Accommodation Required:	From:	To:
4.	Course of Study of the Applicant		
	(a) Name of the Institute:		
	(b) Subject (Major):		
	(c) Semester:		
	(d) College ID or Roll No:		
5.	Applicant Information		
	(a) Mobile No:		
	(b) Email Address:		
	(c) Blood Group:		
6.	Parents Information		
	Name:		
	Occupation		
	Present Address:		
	Phone:	Cell:	
	Permanent Address		
	Phone:	Cell:	
	Office Address		

	Phone:		Cell:
<b>7.</b>	<b>Local Guardian Information</b>		
	Name:		
	Occupation		
	Present Address:		
	Phone:		Cell:
	Permanent Address		
	Phone:		Cell:
<b>8.</b>	<b>Emergency Contact Details (Other than Parents/Guardians)</b>		
	Name:		
	Phone:		Cell:
<b>9.</b>	<b>Reference Details</b>		
	(a) Name:		
	(b) Phone/Cell:		Relationship:
<b>10.</b>	<b>Reference Details 2</b>		
	(a) Name:		
	(b) Phone/Cell:		Relationship:

<b>Documents Required</b>	
1. Birth Certificate	2. Admission letter & College ID card
2. Government Photo ID of Student & Parents	4. Address Proof

<b>Hostel Admission Rules</b>	
1.	The students enrolled on the institute list of current academic year are only eligible for the hostel admission. Admission is compulsory for whole academic year (2 terms). ____
2.	Registration fee is NOT REFUNDABLE. ____
3.	Student want to left hostel before completing whole year (2 terms) due to any reason OR Hostel management terminating student in such case Hostel Fee and Security deposit is not refundable. ____
4.	Electric bill is not included in hostel fee. It will be charged as per meter reading allocated to each room. ____
5.	Changing room is not allowed in any case before contract end date or have to pay reallocation fee of 3,000 RS along with cleaning charge. ____

<b>Rules &amp; Regulations for stay in Sahajanand Hostel</b>	
1.	Late night entry after 11.00 pm. is not permissible. Students are not allowed to remain absent during night between 11.00 PM to 6.00 AM without the prior permission of the rector. However for any such eventuality that may occur, the responsibility does not lie with the hostel authorities. ____
2.	Students will not be permitted to stay in hostel during their mid-term vacation or final vacation. ____
3.	Hostel authorities and its staff will not be responsible for any mishap incident with student due to natural disaster, suicide and/or attempt to suicide etc. ____
4.	Student should behave in such a matter that he is not a nuisance to the roommates or the neighbors. ____
5.	Consumption or storage or supplying of any alcoholic liquor or drug material, tobacco chewing and smoking is strictly prohibited and any body found guilty the same will be dealt severely. Any kind of gambling is also prohibited. ____

6. Formation of association of students on the basis of regions, religious, cast, creed and/or color is not permitted, during their stay in the hostel. \_\_\_\_
7. Every student must stay in the accommodation allotted to him. \_\_\_\_
8. Friends are not allowed to stay during night time in any case not even during the exam time or vacation time. \_\_\_\_
9. Female visitors are not permitted to visit any time into Hostel without the permission of the rector. \_\_\_\_
10. Hostel students shall not leave the hostel without prior permission of the rector. They must have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and the permission will be deemed to be missing and Parents/Guardian/Police authorities will be intimated, in consultation with the hostel owner. \_\_\_\_
11. A hostel student will be completely responsible for all his belongings including his mobile phone/ laptop/ vehicles. The hostel administration will not be responsible in case of any loss or damage to such belongings. \_\_\_\_
12. Hostel inmates will be personally and collectively responsible for any loss/ damage to properties, equipment and other fittings in the common place. In case damage or loss of any part of hostel buildings, furniture, apparatus or other property of hostel including playing instruments, caused by inmates, the loss will be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same will be assessed and distributed equally among all the inmates of the hostel or group of inmates of hostel. \_\_\_\_
13. Damage to wall or wall color or any type of damage inside the room will be incurred from the deposit of each person without obligation. After leaving room must be returned in the same condition it was given otherwise cleaning charge will be deducted from security deposit. \_\_\_\_
14. Students should lock their room properly when they leave the room. \_\_\_\_
15. The rector or any authorized member of the hostel can inspect room of any student in the hostel at any time without notification. \_\_\_\_
16. Hostel inmates are required to maintain their surrounding neat and clean. \_\_\_\_
17. Ragging of any kind is severely punishable as per the Supreme Court directives leading to expulsion from the hostel. As such, students are advised not to include in such activity. \_\_\_\_
18. Water conservation should be followed strictly. Taps in bathroom/toilets must be closed whenever they are not in use. \_\_\_\_
19. T.V. audio system should be used properly and switched off when not in use. \_\_\_\_
20. Additional kit like ball, carom stickers, powder, bat, racket, etc... will not be provided. \_\_\_\_
21. Pornography is strictly prohibited inside the room as well as in T.V room. \_\_\_\_
22. Mess menu will be designed by hostel management committee. The menu shall be displayed in the dining hall of the hostel. \_\_\_\_
23. The students should strictly observe the prescribed mess timings. \_\_\_\_
24. Wastage of food in the mess must be avoided. Wastage of food invites 50 Rs. fine. \_\_\_\_
25. No student can claim mess cut / rebate. \_\_\_\_
26. All matters related to differences among students and complaints against theft shall be brought to the notice to the hostel management. No police complaint will be lodged by the student before taking prior permission from hostel management. \_\_\_\_
27. Hostel authority reserves the right to evict any hosteller immediately if his stay causes disciplinary or any other problems. \_\_\_\_



BOYS HOSTEL

Opp. CITC/CHARUSAT University Campus, Ta. Petlad, Dist. Anand, Changa 388421 (Gujarat)

**DECLARATION:**

- ✓ I declare that I have read and fully understand all the rules, regulation, norms, responsibilities of inmates and procedures.
- ✓ I declare that particulars given above are correct to the best of my knowledge.
- ✓ I declare that I will only attend the college/ professional course and will not take up the job during my stay in hostel.
- ✓ Any misbehavior with the managerial staff by myself or LGs/Parents inside the hostel premises will make myself liable for withdrawal of my stay in Hostel.
- ✓ No entry is permissible after 11:00 p.m.
- ✓ I do this agreement at my will and prior permission of my family, without any pressure and in conscious condition.

(Signature of Applicant)

**COUNTER SIGNED**

\_\_\_\_\_  
Signature of the Father/Guardian

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

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

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

\_\_\_\_\_  
Signature of the Mother

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

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

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

## UNDERTAKING

### TAKING OVER ROOM & COMMON AREA ITEMS / INVENTORY

- ✓ I \_\_\_\_\_ occupant of Room no \_\_\_\_\_ at **Sahajanand Hostel** for the session \_\_\_\_\_ (Dt. From \_\_\_\_\_ to \_\_\_\_\_). I have checked all my furniture items issued to me for my individual use and found them correct and in serviceable conditions & there is no discrepancy whatsoever.
- ✓ I have checked all electric points for my individual use and found serviceable & correct.
- ✓ I also understand clearly that I am also responsible for proper use & upkeep of common use items like bed, reading table, dustbin, fans and/or AC, TV hall, dining hall, bathroom fitting & sanitary fitments etc. in my room & common area of responsibility.
- ✓ Any unfair wear & tear, misuse of items in contravention of above rules and damage due to neglect/misuse will be paid by me in cash as evaluated by hostel admin office. The damage cost alternatively may be deducted from my security money deposited with **Sahajanand Hostel**.

(Signature of Applicant)

\_\_\_\_\_  
Signature of the Father/Guardian

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

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

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

\_\_\_\_\_  
Signature of the Mother

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

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

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