

**APPLICATION FOR HOSTEL ADMISSION**  
Academic Year 2023-24

Photo

<b>Name of the Student</b>	
<b>Course</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Blood Group</b>	
<b>Name &amp; Address of Parent / Guardian</b>	
<b>Marital Status (Tick the relevant one)</b>	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried
<b>If married, Name and Address of Spouse</b>	
<b>Health Problems, if any</b> (To be informed to the College authorities)	
<b>Period of Accommodation Needed</b> Provided for one year only (To be renewed every year) Subject to the decision of college management	

**JOINT DECLARATION BY STUDENT AND PARENT**

I have gone through the rules and regulations enclosed and that I agree to abide by them in total and I do understand that the decision, if any taken by the college/hostel authorities shall be binding on me, if I violate any of these rules.

Name of the Student: .....

Signature of the Student: .....

I ..... Parent / Guardian of the above applicant, hereby undertake that I will be responsible for the good conduct and polite behavior of my ward in the Hostel. I also undertake that I shall not claim any reduction of charges or compensation for leave or absence of my ward from the hostel during the course.

Name of the Parent: .....

Signature of the Parent: .....

**FOR OFFICE USE**

**Course:** .....

**Adm. No.:** .....

**Date:** .....

**Admission:** Reserved / Not reserved

**Warden**

## **GIRLS HOSTEL - RULES AND REGULATIONS**

### **Academic Year 2023-24**

01. Accommodation is reserved only for girl students.
02. Hostel Admission will be purely for one calendar year only from the date of joining. Beyond one year the student will have to take fresh admission, subject to Hostel rent and other conditions and norms / Hostel charges at that particular time. This will be strictly implemented. The opinion of the warden on the character of the student will be important for renewal.
03. a) Hostel rent will be as given below:

Double Executive:	Rs. 3500/- (Rupees Three Thousand and Five Hundred Only) per month.
Double Room:	Rs. 2500/- (Rupees Two Thousand and Five Hundred Only) per month.
Four Bed Room:	Rs.1700/- (Rupees One Thousand and Seven Hundred Only) per month.
Six Bed Room:	Rs.1500/- (Rupees One Thousand Five Hundred Only) per month.
Dormitory:	Rs.1200/- (Rupees Thousand Two Hundred Only) per month.

Rooms will be allotted as per availability. Joining college does not guarantee hostel admission. Hostel rent will be collected together for one year.

b) Mess charge will be Rs.115/- (Rupees One hundred and fifteen only) per day. The food menu is attached for your reference. *Mess charge will be hiked 2 times a year based on the inflation.*

c) Students shall pay the *Electricity Bill* and *Water Charges* every month. This will be charged based on the consumption. **SAVE WATER! SAVE ELECTRICITY.** This will be collected once in 3 months.

d) The room rent is charged for one full month, irrespective of the number of days the student stays.
04. Room and Cot allotted to the student shall not be changed without the written permission of the warden.
05. Only father, mother or sisters shall be allowed to visit their ward in the hostel. Brothers can visit the inmates only when accompanied by either father or mother. Parents shall not be permitted to go to the student's room for any reasons.
06. a) Students can leave for home (On 2<sup>nd</sup> saturday only) only after getting letter of permission from the Principal of the concerned college, one day before leaving the hostel. Date and time of return also need to be mentioned in the letter. *This letter shall be handed over to warden by person.* If student leave the hostel without informing the warden, the student shall not be taken back to the hostel. Such student will be expelled from hostel without any further notice.

b) If students do not return on the said date and time they will be admitted only after getting letter of cause of delay from parents.

c) If on emergency, other than for holiday, they need to be taken home, request letter need to be presented to the Principal of concerned college and permission should be obtained. In this case too, clause 6 is applicable.

07. Visiting hours shall be from 4.30 PM to 5.30 PM on working days and from 2 PM to 5 PM on holidays. Telephone calls made to inmate after 8 PM will not be entertained.
08. Inmates are not allowed to conduct tours or outing for any reason. Students will not be permitted to go out of hostel area. No birthday celebration or any other celebration without written permission from warden will be entertained.
09. If any inmates causes disturbance to others or indulge in any unlawful activities she will be expelled from the hostel immediately and further disciplinary action will be taken against her.
10.
  - a) Electricity or water usage needs to be controlled. Electricity & water charges shall be paid by students in addition to the hostel charge, along with the hostel charges.
  - b) Due to the power failure / technical difficulties, if water is not available in water tap, students shall take water from well / tank.
  - c) Management will not guarantee water supply in the toilet or bath room taps. At the same time water can be availed from tanks or well as per requirement. Understand water is precious.
11. Food can be had from canteen as suggested by management as per the time schedule.
12. Ragging is strictly prohibited. Ragging is a criminal offence and shall be handled in such a way as directed by Hon'ble Courts and education agencies and Government of Kerala. Students shall contact College Warden/Principal/Anti-ragging Committee Chairman/College Office, in case they witness or personally face any act of ragging within the College/Hostel or any other areas of the college/Hostel premises. No students shall enter any other rooms other than the one allotted to them.
13. Hostel fees to be paid on or before 5<sup>th</sup> of every month with the Office/ Bank as directed from the office. And Rs.10/- will be taken as fine till 10<sup>th</sup> for each day if payment delayed beyond 5<sup>th</sup> and if fee not paid beyond 10<sup>th</sup> Rs.100/- per day will be charged till end of the month. Beyond that the student will not be permitted in hostel. This is also applicable if water fee, electricity fee etc is not paid before the said time. It will be the responsibility of student / Parents to make payments in time. The college / management will not remind this and if fine is imposed no student / parent shall call office for exemption.
14. Rs. 10,000/- will be charged as advance and this will not be adjusted against any month payment. This will be refunded at the time of issuing TC after deducting the amount, if any damage caused or any dues. All refunds will be made only by Crossed Cheque
15. Those joining the hostel will be joining for one calendar year from the date of joining. Discontinuing the hostel in between will not be permitted and once paid, rent will not be refunded for any reasons.
16. No reduction in the hostel charges will be allowed for leave or absence (Except for Xmas and Onam vacation if exceeding 10 days) under any circumstances. No claim will be entertained in between the course.
17. The usage of mobile phones, I-Pods, Walkman, Tape recorder, Radio and Iron Box etc are prohibited in the hostel. The parents and the students will be solely responsible for the problem caused by the use of above items.

Parents can call the hostellers in the phone number provided from office. The call duration shall not exceed 3mins. That too not more than 2 times a week. The students shall talk over phone near the warden's room. Calls shall be made only from the 3 numbers given at time of Admission.

18. All Rooms are equipped with required fans and bulbs. Students will have to make payment if bulb need to be changed or any other damage caused or repair needed.
19. Students need to sign outward and inward register whenever leaving and entering the hostel.
20. Students need to report to the hostel within 5 minutes after completing the college class.
21. Canteen food will be supplied only for those who present Hostel Identity Card. Students need to submit photo and get identity card from College Office/Hostel Warden. Hostel will remain closed on Onam, Christmas, Easter, Ramzan, Eid, Vishu and any such State /National/ Religious festivals for minimum of 3 or more days as fixed by College principal. In such events students shall leave for home as warden, cooks and security will not be available, in the hostel.
  - a) Food from outside will not be permitted in the hostel.
  - b) Hostellers will not be permitted to go for marriages or other functions. No such demands will be entertained. If any student is found violating this norms will be expelled from hostel with immediate effect. The wardens shall not take students outside for such functions to any house or hotels.
22. Students who feel inconvenient with facilities provided are always permitted to vacate the Hostel in the presence of their parents with written request and permission. Hostel rent once paid will not be refunded.
23. The Hostel admission is only for one academic year. Student shall take re-admission, if required for ensuing years that too only if management permits. The norms at that point of time will be applicable.
24. Students and Parents shall visit the hostel before getting admission to hostel. No additional demands will be accepted after or before admission.
25. Mobile phone will not be permitted in hostel for any reason. If any student is found with mobile phone she will be removed from Hostel with immediate effect. Using of mobile phone by a student is a matter of insecurity for others. So if any students find other student using mobile phone, the same shall be informed to warden and college office as there is chance for the student using the same in wrong manner which might spoil the goodwill of hostellers and college as a whole.

**JOINT DECLARATION BY STUDENT AND PARENT**

I ..... Father / Mother / Guardian of ..... has  
read the rules and regulations of Hostel and I have understood the same. I agree and promise that my ward  
and I, will obey the same.

**Date:** .....

**Name of the Parent:** .....

**Signature of the Parent:** .....

I ..... S/o/ / D/o .....  
student of ..... course in .....  
have read and understood the rules and regulations of Hostel of this institution. I agree and promise to  
obey the same.

**Date:** .....

**Name of the Student:** .....

**Signature of the Student:** .....