



**HOSTEL ACCOMMODATION APPLICATION FORM**

Session 20\_\_ - \_\_

|                            |                              |  |                                     |
|----------------------------|------------------------------|--|-------------------------------------|
| Hostel Allotted            | Yes <input type="checkbox"/> | No <input type="checkbox"/>            | Valid till <input type="text"/>     |
| Block                      | <input type="text"/>         |  |                                     |
| Room No.                   | <input type="text"/>         | Room Type: <input type="checkbox"/> AC | <input type="checkbox"/> Air Cooled |
| Occupancy                  | (A)                          | <input type="text"/>                   |                                     |
|                            | (B)                          | <input type="text"/>                   |                                     |
|                            | (C)                          | <input type="text"/>                   |                                     |
| Signature of Hostel Warden |                              | Signature of Campus Manager            |                                     |

**(Applicant's Details)**

|            |                      |                                  |                              |
|------------|----------------------|----------------------------------|------------------------------|
| Name       | <input type="text"/> |                                  | Affix your recent photograph |
| College ID | <input type="text"/> | DOB <input type="text"/>         |                              |
| Course     | <input type="text"/> | Email ID <input type="text"/>    |                              |
| Mobile No. | <input type="text"/> | Blood Group <input type="text"/> |                              |

**Father's/Guardian's Details**

|                                |                      |            |                      |
|--------------------------------|----------------------|------------|----------------------|
| Name                           | <input type="text"/> |            |                      |
| Address (attach address proof) | <input type="text"/> |            |                      |
| <input type="text"/>           |                      |            |                      |
| City                           | <input type="text"/> | State/UT   | <input type="text"/> |
| Pin                            | <input type="text"/> | Occupation | <input type="text"/> |
| Mobile No.                     | <input type="text"/> | Email ID   | <input type="text"/> |

**Local Guardian's Details**

Name

Address (attach address proof)

City

State/UT

Pin

Occupation

Mobile

E-mail ID:

Whether the Applicant has any medical history of ailments:

 Yes No

If yes, please specify and attach medical certificates

**Documents to be produced at the time of hostel room allotment**

1. Residential address proof (Aadhar Card) of parent's address.

2. Copy of parent's identity card having photo and signature.

Signature of Student

Date \_\_/\_\_/\_\_

**Office Use only****To be filled by Proctor**

Student having any record of indiscipline

 Yes No

If Yes, details

Signature of Proctor

**To be filled by Hostel Warden**

| Hostel Annual Fee | ODD Semester | Even Semester | Security Money |
|-------------------|--------------|---------------|----------------|
| Rs.               | Rs.          | Rs.           | Rs.            |

Signature of Hostel Warden

**To be filled by Accounts Officer**

| Fee Deposited |             |        |
|---------------|-------------|--------|
| Date          | Receipt No. | Amount |
|               |             | Rs.    |
|               |             | Rs.    |

Signature of Accountant



### Rules & Regulations for Hostellers

1. All Hostellers are required to maintain standards of behavior and discipline.
2. Hostellers must attend all the classes & co-curricular activities during college hours unless he/she is sick and advised by a doctor for rest. Repeated offenders, who stay back in the hostel without any valid reasons will be asked to vacate their accommodation in the hostel.
3. Level of noise (by all means) must be kept low at all times to allow others the opportunity to study or sleep in comfort.
4. Any outsider including parents is strictly forbidden inside hostel.
5. Visitors including parents are allowed only into the visitor's area during the visiting hours as:

|                    |                      |
|--------------------|----------------------|
| Monday to Saturday | 04:00 PM to 07:00 PM |
| Sunday             | 08:00 AM to 07:00 PM |

6. The entry of any boy is strictly forbidden inside the girls' hostel and vice-versa.
7. College Main Gate will be closed after 7:30 PM for hostellers. If any hosteller wants to go in case of emergency he/she may request to the warden and seek written permission. Maximum two late entries will be entertained in a month (In winters the Main Gate closing time may vary).
8. Hostellers are not allowed to leave the Hostel premises after 09:00 PM for girls and 10:00 PM for boys (except in case of 24 X 7 Study Center).
9. If the hostellers want to go for night out, a prior written permission has to be obtained from the Warden. Whenever they leave the hostel for vacation they have to inform the Warden in writing about their travel plan.
10. Warden may inform parents about their Childs' request for out-pass. The warden may ask the parents to send email/SMS from their registered mobile numbers to the Warden confirming their child's request.
11. Maximum three nights out passes are allowed to a student in one month.
12. Hostellers going out of campus during classes are required to inform their respective HOS before seeking out pass from the hostel warden. The out pass application will be signed by both HOS as well as hostel warden.
13. Outside of the Campus, College is not responsible for any kind of mishappening related to student.
14. Hostellers themselves are personally responsible to safeguard their belongings. Management will not be responsible for any loss of belongings of the resident.
15. If anybody finds any lost item, it must be deposited to the Hostel Office.
16. All hostellers are required to carry their valid College identity card.
17. Student should not carry out any illegal / immoral / political / communal activities in the hostel as well as college premises.
18. Smoking and consumption of alcohol or narcotic drugs is prohibited in the hostel. Strict action will be taken against the defaulters as per institute norms.
19. Students are not permitted to enter the hostel premises in intoxicated state.
20. **Ragging is strictly prohibited as per Supreme Court guidelines. Strict action (including FIR) will be taken against anyone found involved in ragging.**
21. Hostellers are not allowed to arrange or organize any function or meeting within the hostel or



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22. Hostellers are expected to be responsible room partners. They must inform the warden immediately in following cases:
  - a) If the room partner is not available in Hostel more than 15 hours or in their room at odd time.
  - b) If the room partner is indulged in some wrong activity or any activity which can harm or cause damage to some person or thing?
  - c) If the room partner is indulged in acts of indiscipline or using substances banned by college authorities inside campus like Alcohol, Smoking etc.
  - d) If any student speaks or acts anything unlawful against rules and regulations to be followed by students in Campus.
23. Hostellers are not allowed to interchange their allotted rooms or move any furniture & fixtures from its place and must take utmost care of assets and properties of the hostel as well as the college. If damaged, strict action will be taken & penalty will be imposed as decided by the Disciplinary Committee.
24. Hostellers are not permitted to sleep in any other room without prior permission of Warden.
25. Hostellers are not allowed to keep/use any electrical & electronic appliances except laptop, mobile phone and trimmers. The use of hair straighteners in case of girls is permitted occasionally on the discretion of warden (all such machines to be kept with warden and may be issued at the time of use). Unauthorized possession will lead to confiscation of the goods. If found using, disciplinary action will be taken.
26. Private Cooking in student room is prohibited. If found, disciplinary action will be taken including confiscation of appliances.
27. Pasting of posters/pictures on wall & doors, writing, wall chalking and nailing in hostel rooms is strictly prohibited.
28. The hostel rooms are subject to inspection by the College/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items are kept in the room.
29. Adequate numbers of Housekeeping Staff have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises.
30. All fans, lights & electrical appliances when not required should be switched off.
31. In case of power backup, no air-condition or air cooler shall be used.
32. Residents are required to take permission from the Campus Manager to keep a vehicle in the campus and have to park the vehicles only in the parking.
33. Students are encouraged to engage themselves in sports and games after 4:00 PM in the evening. Sports equipments should be handled properly and must be returned as per the timings to the Sports Officer.
34. First Aid kit is maintained by the Warden.
35. In case of accident or medical emergency of any hosteller, the Warden shall be informed immediately. Warden shall make necessary arrangements whether to take hospital or to call doctor.
36. The college vehicle/ambulance is available in case of medical emergency only.
37. Hostel will be closed during vacations (Summer, Winter & Deepawali).
38. Mess will be closed during Deepawali vacations.
39. In Winter & Summer Vacations, students are required to vacate the rooms due to maintenance related work. To keep their luggage, space will be provided in the campus.



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40. For annual repairs, students are required to vacate their rooms within 2-3 days after their annual examinations. They are advised to leave only after handing over their rooms and inventory to the Warden.
41. Hostel fees shall be charged on annual basis.
42. Hostellers have to seek re-admission at the commencement of each academic year. Hostellers involved in indisciplinary cases will be denied accommodation.
43. Change of room in mid session is not allowed. If any hosteller wants to change the room in mid session, then the higher category room annual fee will be charged. In addition, Rs. 1000/- processing fee will be applicable.
44. Student may withdraw from hostel and vacate the room as per his/her own discretion. In any circumstances, no fee will be refunded.

#### Mess

1. Students are strictly prohibited from entering the kitchen or store room of the Mess.
2. Students must keep up good behavior and be polite with the mess staff.
3. Any kind of complaint regarding mess is to be made in writing to the Hostel Office.
4. Students are not allowed to take the food, food plates and cutlery out of the dining hall.
5. After meals, students are expected to deposit their plates in the designated utensil cleaning area.
6. Students are expected not to waste food.
7. While dining in the mess, hostellers must be dressed decently.

#### 24 X 7 Study Center

1. Level of noise (by all means) must be kept low at all times to allow others the opportunity to study in 24 X 7 Study Center.
2. Proper entry to be made in 24 X 7 Study Center In-Out Register.
3. While issuing a book, Proper entry to be made in "24 X 7 Study Center Book Issue Register".
4. No one is allowed to take any book outside the 24 X 7 Study Center.
5. No one is allowed to write anything in the books of 24 X 7 Study Center.
6. While in the 24 X 7 Study Center, hostellers must be dressed decently.
7. Hostellers need to take prior permission from Warden, if they need to use 24 X 7 Study Center after Hostel gates are closed.
8. No one is allowed to move any furniture & fixtures from its place and must take utmost care of assets and properties of the 24 X 7 Study Center. If damaged, strict action & penalty will be imposed.
9. Hostellers must take care of their belongings in 24 X 7 Study Center. Management will not be responsible for any loss of the same.

#### Birthday Celebration at Midnight

1. Hostellers are permitted for birthday celebration at midnight only after the prior permission of the same from the warden before 5:00 PM on that day.
2. Hostel common room shall be made accessible for the celebration from 11:30 PM to 12:30 AM.
3. Hostellers are required to take utmost care of the assets and properties of the common room / hostel premises during the celebration. It is the responsibility of the hostellers to handover the common room in proper state with proper cleanliness.
4. In case of any damage caused or mess created, strict action and penalty will be imposed including revocation of the permission for future birthday celebration.

**The management reserves the right to modify/change/implement any rule at any time that will be binding on all students.**

**I have read all above rules & regulations for hostellers.**

**Student's Signature**



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## Undertaking by the Student

I, \_\_\_\_\_ College ID \_\_\_\_\_

Son/Daughter of \_\_\_\_\_

hereby declare that I have read all the rules and regulations for hostellers specified in this form and promise to abide by them during my entire stay in the hostel. I also assure that will never get involved directly/indirectly in any type of ragging activity and/or indisciplinary activity in the hostel as well as the college. I further assure that I am medically fit and not suffering from any contagious disease. In case of the violation of any rule by me, the decision of the authorities will be final and binding on me.

Date

Place

**Student's Signature**

## Undertaking by the Parent/Guardian

I, Mr./Mrs. \_\_\_\_\_ father/mother/guardian

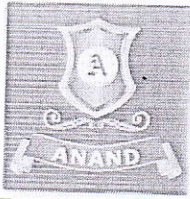
of \_\_\_\_\_

have read all the rules and regulations for hostellers specified in this form and hereby guarantee that I will be responsible for my son/daughter regarding ragging and maintaining the overall discipline in the hostel in all respect. I do not demand any additional facility for my ward in the hostel. I further assure that my son/daughter is medically fit and not suffering from any contagious disease. If my son/daughter is involved in the violation of any rule of hostel as well as college, the decision of the authorities will be final and binding on us.

Date

Place

**Parent's/Guardian's Signature**



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ANNEXURE 2

## INTERNATIONAL COLLEGE OF ENGINEERING

Near Kanota, Agra Road, JAIPUR-303012, Phone: 01429-234994, 95

### ROOM HANDOVER/TAKEOVER FORM

Date: ..../..../.....

Details of assets at the time of Handover/Takeover:

Name of Student.....

| S.No. | Furniture/Equipment | Handover   | Takeover  | Details of Damage, (if any) |
|-------|---------------------|--|---|-----------------------------|
|       |                     | To be filled by student at the time of room allotment<br>Whether Asset found in good condition Yes/No/Not Applicable (N/A) | To be filled by warden when student vacates the room<br>Whether Asset found in good condition Yes/No/Not Applicable (N/A) |                             |
| 1     | Fan                 |  |   |                             |
| 2     | Chair               |  |   |                             |
| 3     | Table               |  |   |                             |
| 4     | Double Bed          |  |   |                             |
| 5     | Mattress            |  |   |                             |
| 6     | Almirah             |  |   |                             |
| 7     | Door                |  |   |                             |
| 8     | Mirror              |  |   |                             |
| 9     | Center Rack         |  |   |                             |
| 10    | Cooler/Ducting      |  |   |                             |
| 11    | Curtains            |  |   |                             |
| 12    | Toilet Seat Cover   |  |   |                             |
| 13    | Others              |  |   |                             |

Electricity Start Meter Reading..... Electricity End Meter Reading.....

This is to certify that, I have checked all the assets/accessories of Room No. ....Which is allotted to me and found all assets/accessories in good condition.

Handover Date:-

Takeover Date:-

Signature of Student

Signature of Student

Signature of Warden

Signature of Warden