

# VIGNAN INSTITUTE OF SCIENCE AND TECHNOLOGY



P.O. Box 77594, New Bagamoyo Road, Near Mbezi Beach Area, Dar es Salaam

Sl. No: \_\_\_\_\_

## **HOSTEL ACCOMODATION AGREEMENT FORM**

FROM \_\_\_\_\_ TO \_\_\_\_\_

Accommodation Type:

Single Attached BR       Singled Common BR

Shared 2 Per Room       Shared 3 Per Room

Photograph

Complete the form as follows:

1. Please write in **BLOCK LETTERS**
2. One passport size color photograph.
3. All payments towards hostel fees should be paid in the beginning of the Semester.
4. Payments other than cash should be made in favor of VIST @ Bank Account \_\_\_\_\_

### **STUDENT DETAILS**

Name: \_\_\_\_\_ Sex: (M/F) \_\_\_\_\_

Registration No: \_\_\_\_\_ Course/Semester: \_\_\_\_\_

Sex: (M/F): \_\_\_\_\_ Passport No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email id: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Medical illness (if any) \_\_\_\_\_

### **EMERGENCY CONTACT**

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

Relationship: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address: \_\_\_\_\_

**STUDENT HOSTEL ACCOMMODATION**  
**CODE OF CONDUCT FOR THE INMATES OF THE HOSTELS**

1. The following rules shall apply to the students residing in the hostels. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from Institution.
2. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
3. In-order to avail the hostel facility the students need to pay the hostel fees per semester –wise in the beginning of the semester.
4. Hostel admission will be valid for each Semester only. i.e., October to March & April to August. Students will be required to vacate the room within 03 days and hand over the Key to the Authorized Person on completion of the scheduled examination in each semester. If he/she required the same room it should be reserved in advance before vacating the room.
5. Students may be allowed to stay in the Hostel during winter/summer vacations by paying the proportionate additional fees to be paid for those months in advance.
6. The students who used to stay in the hostel previously need to clear all their past dues and then in-order to avail the further hostel facility they need to pay hostel fees per semester-wise in the beginning of the semester.
7. Residents shall occupy the rooms only after allotment is made by the warden concerned. Change of room may be permitted in exceptional cases, by the Chief Warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels.
8. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
9. No parent or guardian of a student is permitted to stay in the hostel. (Without prior permission)
10. Male / Female students shall not remain absent after 10 pm without the prior permission of the Warden. In case of any emergency, they should inform or take written permission from the Hostel Warden. Students should enter in and out timings in the register maintained at the hostel's entry point.
11. The students are required to carry their identity cards with them when they move inside the campus.
12. Visitors are not permitted in the hostel without prior permission from Hostel warden.
13. A hostel student will be completely responsible for all his/ her possessions including his/her Laptop/Computer/Electronic gadgets, etc. The hostel management will not be responsible for any loss incurred.
14. They should lock their rooms properly when they go out for their bath, mess etc., each room-mate must keep a key of the door lock of his room, particularly in the case of double/triple seated rooms.
15. Fans and lights must be switched off when the students leave their rooms. In case it is noticed that fans/lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.
16. The room of any student in the hostel can be inspected at any time by the Warden or any authorized member of the institute staff.
17. Hostel inmates are requested to maintain their surroundings neat and clean.
18. Cooking and use of any electrical appliances, shouting and playing loud music in the room is strictly prohibited. In case if anyone found doing so will be treated as serious violation of disciplinary rules of the hostels.
19. Hostel inmates are not supposed to invite their fellow students of the Institute in their rooms either for studies or for any other purpose.

# **AGREEMENT**

## **GENERAL CONDITIONS FOR ACCOMMODATION BOOKING**

1. Rooms are allocated on **First come First serve basis**.
2. Booking confirmations by payment equivalent to one (1) semester deposit and pro-rated rent up to the end of the month must be received by the Finance and Accounts division of the Institute, failing which the Institute will not be able to guarantee the accommodation requested. Thereafter, fee must be paid on a calendar month basis on or before the 7<sup>th</sup> day of each month.
3. All applicants are required to sign a Hostel Accommodation code of conduct for a minimum period of one (1) semester.

### **Declaration:**

4. I understand and accept the general conditions for booking of hostel accommodation.
5. I declare that the particulars in this application form are true to the best of my knowledge, and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.
6. I undertake to abide by the Hostel Accommodation Code of Conduct.

I confirm and agree that I have read the Code of Conduct and shall abide with the said Hostel Code of Conduct. In the event I fail to make payments for a semester, I hereby agree that the Institute can terminate my accommodation contract and request me to vacate the hostel premises immediately.

I agree that I will not take any action against the Institute in the event the above action is taken against me as a result of default in payment.

Student's Name: \_\_\_\_\_ Reg No: \_\_\_\_\_

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

### **Witness by Parent/Guardian:**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

### **FOR INTERNAL USE**

New Applicant:  Continuing Resident:  Room No: \_\_\_\_\_

Total Payment: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Name & Designation: \_\_\_\_\_