

S.NO. _____

APPLICATION FORM FOR HOSTEL ACCOMMODATION

1. Name of the Student (**IN BLOCK LETTERS**) : _____

2. Father's Name : _____

3. Date of Birth : _____

4. Course Admitted : _____

5. Year in which studying : _____

6. Address of **PARENT** (**in block letters**) : _____
**who will be responsible for remitting
your Hostel fees and Address to which
communication are to be sent
with pincode (must)** _____

Passport size photograph

Phone with STD Code / Mobile No & E-mail ID of Parent : _____

Hosteller : _____

7. Name of the Local Guardian : _____

Address : _____

Phone / Mobile No of L.G. : _____

DECLARATION BY THE STUDENT

We agree to pay the hostel mess advance charges which is to be adjusted for future mess bills on receipt from the contractor and also the rentals and establishment charges etc. shall be paid at the time of admission to the hostel.

We have gone through all the provisions contained in the rules and regulations thoroughly and will abide these rules and regulations.

I certify that the informations given above are true and correct. If my conduct, during my stay is found unsatisfactory, due to my negligence, misbehaviour & indiscipline, I agree that I will abide by your decision. I will immediately vacate the hostel if ordered to do so.

Date: _____

(SIGNATURE OF THE STUDENT)

Place: _____

(SIGNATURE OF THE PARENT)

DECLARATION BY THE PARENT

I have permitted my son / ward to join the hostel of the institute and I shall be responsible for his conduct and discipline as laid down in the Hostel rules and regulations and any change made from time to time, I also state that the details given by him in this application are correct. I will be personally responsible for the payment of all the hostel fees etc. payable by him on the due date and will make such payments on demand, to the PRINCIPAL, PIHMCT, PUDUCHERRY directly.

Date: _____

Place: _____

(SIGNATURE OF THE PARENT)

FOR OFFICE USE

Local Guardian met : _____

Hostel Admission Granted / Not Granted : _____

Deputy Warden H.O.D ADMN. OFFICER

Fees

1) Hostel Fees paid vide Rt.No.: _____, date _____ for Rs._____.

UDC / Cash

Room No. Allotted : _____

Date of occupation: _____

Deputy Warden

PRINCIPAL & WARDEN

HOSTEL RULES AND REGULATIONS

1. Hostel Accommodation will be given to the students on merit basis preference will be given to those students whose parents are not staying in Puducherry. However, students repeating the same course, accommodation may or may not be provided depending on the availability. For detained students or for shortage of attendance hostel accommodation will not be given.
2. Students residing in the hostel in the term preceding the one which admission is sought are ordinarily given preference when allotting the rooms, provided their conduct, character and behavior in the hostel in the previous period are found satisfactory.
3. In case of serious illness or infectious diseases a student may be asked to leave the hostel to stay with the Local Guardians / Residence.
4. No advance on any account will be made available from hostel mess advance fees.
5. Hostel students should be as economical as possible in the use of water and electricity. Students should switch off the light and fan when not in use.
6. Students will be held responsible for the damage to the room property (i.e.) fan, furniture, fittings and fixtures etc provided. They will be held responsible for any breakages, repair or loss caused to hostel and mess property. In all such cases the students will have to pay the cost of such damages as fixed by the hostel in-charge/administration in addition to expulsion from hostel and action to be taken by police for the damages caused to Govt. property.
7. The warden, hostel In-charge will supervise and control the students in the matter of accommodation, discipline and general conduct and he / she will enforce the rules laid down in these matters from time to time as required.
8. No day scholars, women/men, visitors/guests will be allowed to pay visits to the hostel without prior permission of the Warden / Hostel in-charge. Any students found to violate these rules will be expelled from the hostel immediately on the spot by Deputy Warden or HOD without notice and no hostel accommodation will be considered till he/she complete the course.

(Signature of the student)

(Signature of the Parent / Guardian)

9. Students are not allowed to stay in the rooms between 8.45 a.m. and 5.30 pm. on all working days. Permission to be obtained in writing for any reasons to stay back in the hostel during working hours.
10. Visitors to the hostel inmates will be required to enter their names and address and the name of the student whom they want to see etc in the register kept with the duty security guard at the Institute entrance. They will not be permitted to enter the Students rooms in the hostels. They can meet the hostel inmates at the Institute main reception area only.
11. Tampering with electrical wiring or fixing any electrical lightings or other fittings in rooms and common areas will be viewed very seriously and those involved will be expelled from the hostel without notice and penalty also will be levied.
12. Students are not permitted to use any other electrical equipment other than the ones provided by the management.
13. Students are not permitted to use tape-recorder with speakers. If found they will be impounded by Deputy Warden or HOD. However, they are permitted to use Walkman only.
14. The inmates of the hostel are not permitted to use two wheelers. Any inmate violate this will be expelled from the hostel without Notice immediately.
15. Students crossing the main gate for any purpose should make an entry in the “in and out register” available at the security office.
16. Students are not permitted to stick posters/ formula/pictures of any type (including God and Goddess) / painting / drawing or writing on the hostel walls.
17. Students are not permitted to break open their room lock or cupboard and cause damage for the hostel property. Only maintenance staff are permitted to take remedial measures in case of loss of key or otherwise. In such case students should inform deputy warden / staff in-charge to initiate action. In the event of violation of above rules by inmates they will be expelled from the hostel.

(Signature of the student)

(Signature of the Parent / Guardian)

18. Since the rooms in the hostel are of sharing type students are to switch off their room lights after 11.00 p.m. till 5.30 a.m. in the morning. Incase if a student requires light for extra preparation he may use the common corridor light. This is done to avoid misunderstanding among the inmates of the same room.
19. Students will not be allowed to stay outside the hostel during nights. They should not leave the hostel for overnight stay without obtaining prior permission of the Principal / Deputy Warden / Hostel in-charge.
20. Boys/Girls are not permitted to go out during working days without prior permission from Deputy Warden or Staff in-charge. Only on holidays Boys/Girls are permitted to go out after 07.00a.m and should return before 06.00p.m.
21. **Students are not permitted to keep costly mobiles, heavy jewellery expensive things & cash with them and the institute will not be responsible for their loss, theft or missing items.**
22. Rooms must be vacated immediately after the institution closes for vacation. Rooms should be maintained in a clean and tidy condition and open for inspection at all times Students cannot claim to stay in the hostel during vacation period. Permission may be given for such a stay in any special case by the Principal / Warden on the written request of the student.
23. RAGGING / HARASSMENT / QUARELLS / MISBEHAVIOUR / SPEECH EMBBARASMENT in the hostels will be viewed very SERIOUSLY. Hence it is advised to abstain from all anti social activities. RAGGING IS STRICTLY BANNED BY ORDER OF HONOURABLE SUPREME COURT. POLICE CASE WILL BE REGISTERED AGAINST THE CULPRITS. Institute will handover those indulge in ragging to the police after preliminary enquiry by the anti ragging committee. Parents and Guardians will be informed the same after handing them over to police. Hence all the Parents and Guardians of hostel students are advised to make note of it and advice their wards do not indulge in ragging in any form as classified under Anti ragging act of Govt. of Puducherry. The Institute will not take any responsibility for any police action based on the above act with in the campus or outside the campus.

(Signature of the student)

(Signature of the Parent / Guardian)

24. **CONSUMPTION OF ALCOHOL AND SMOKING IS STRICTLY PROHIBITED. IN ANY KIND ANY ONE FOUND INDULGING IN SUCH ACTIVITIES WILL BE EXPELLED IMMEDIATELY FROM HOSTEL WITHOUT NOTICE.**
25. Hostel inmates should leave their hostel by 8.50 a.m. during working days and be punctual to the classes.
26. They should not violate dress code in the mess/rooms, around the hostel areas and in the campus.
27. I am fully aware of the attendance percentage to be maintained by me which is minimum of overall 75% and minimum 40% in individual subjects. I assure that I will attend my classes sincerely and effectively. I am aware that if I am unable to maintain this above percentage of attendance I will be detained from appearing in the TERM END EXAMINATIONS.

DINING REGULATIONS:

1. The hostel mess advance, which is to be adjusted against the monthly mess bills on receipt of the same from the contractor, no refunds will be allowed till the end of the academic year except discontinuance of the course or expulsion from the hostel.
2. The approximate mess bill will be around Rs.2,000/-p.m.
3. Reduction of mess charges will not be permitted for less than 15 days and advance intimation of 3 days will be necessary for allowing such rebate in mess charges.
4. It is compulsory for all the students in the hostel to have their meals in the dinning hall itself and no food should be taken into the rooms. Lunch will be served in the hostel on holidays, Saturdays and Sundays. Plates, glasses should not be left in the Dining hall.
5. Hostel students are not permitted to bring their personal items like pickle, chutney and other eatables to the dining hall. Students are expected to have their meals between the prescribed hours only. No late comers are entertained. The hostellers shall practice good behavior come in proper dress to the dinning room and maintain the decorum of decent dress code at all the times.

(Signature of the student)

(Signature of the Parent / Guardian)

Hours of Meal:

Break-fast	-	7.30 a.m. to 8.30 a.m.
Lunch (Holidays only)	-	1.00 p.m. to 2.00 p.m.
Tea	-	5.30 p.m. to 6.00 p.m.
Dinner	-	7.30 p.m. to 8.30 p.m.

STUDY HOURS:

The inmates of the hostel are to follow study hours strictly.

MORNING - 6.00 a.m. to 7.00 a.m.

EVENING - 9.00 p.m. to 10.00 p.m.

Requirements for hostellers:

- (i) Two buckets (one big and one small and two mugs with their names on it with a permanent marker).
- (ii) One water bottle.
- (iii) One pillow and mattress / bed sheet according to the convenience of the students.
- (iv) Two locks to lock their cupboard.
- (v) One S.S. plate with partition and one tumbler.

(Signature of the student)

(Signature of the Parent / Guardian)

FREE DAY: (for boys)

1. Boys can avail free day with prior permission on alternative Saturday from 6.00 a.m. to 8.00 p.m. However free night cannot be given on other Govt. holidays. No special arrangement for food will be made for students who are not present for dinner on that day.
2. Girls can avail the same with prior permission on alternative Sundays from 7.00a.m. to 6.30p.m only.
3. Only one week end permission per month to go to their Local Guardian's place is permitted.

WARNING:

RAGGING IS STRICTLY PROHIBITED. Boys and girls are requested to be kind to the freshers and guide them in the proper way and should ensure that an atmosphere of both friendliness and brotherhood prevails throughout.

As directed by Govt. of India severe action will be taken against students including expulsion, from hostel, rustication from the institute if they are found involved in ragging the freshers or other students.

In the event of any hostelite is expelled from the hostel for any disciplinary action and has to vacate the hostel in between the academic year, only the balance available hostel mess advance and caution deposit if any will be refunded after necessary deductions. **ALL OTHER HOSTEL FEES IS NON REFUNDABLE.**

Any Hostelite running short of attendance during the finalization of monthly attendance will be expelled at the beginning of the next month.

Therefore, all the students and their parents who seek admission in to hostel should be well versed with the above rules and regulations and obey at all times failing which they are liable for expulsion without notice and even considered for rustication from the Institute. Ignorance of any of the above rules and regulations cannot has the right to avoid expulsion from the hostel and Institute.

(Signature of the student)

(Signature of the Parent / Guardian)

UNDER TAKING BY THE STUDENT

I, _____ am aware of the rules & regulations of the hostel, hereby assure you in writing that I will not indulge or take part in any activities that is detrimental to the smooth functioning of the hostel. I will fully obey the orders of the Warden / Deputy Warden and strictly follow hostel rules and regulations. I promise not to indulge in any form of ragging. In case I am found guilty I shall be prepared to leave the hostel immediately.

Date: _____

Signature of the student _____

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DECLARATION BY THE LOCAL GUARDIAN

I undertake full responsibility for any misbehavior and act of indiscipline of my ward for which I have no objection to remove him from the hostel without my notice.

Date: _____

Sign of Local Guardian