



LADIES HOSTEL APPLICATION FORM

TO BE FILLED BY CANDIDATE IN CAPITAL
LETTER

1. FULL NAME: _____
2. FATHER'S NAME: _____
3. CATAGORY (ST,SC OBC,SEBC, GEN) _____
4. CORRESPONDANCE ADDRESS: AT/PO _____
PS: _____ DIST _____ PIN _____
5. DISTANCE FROM BERHAMPUR : _____ KM
6. DATE OF BIRTH: ____/____/____
7. BRANCH: _____ PERCENTAGE MARK IN 10th _____ %
8. A) MOBILE NO _____ B) WHATSAPP NO _____
10. PERMANENT ADDRESS: Village: _____ PO: _____
11. PARENTS MOBILE NO _____ & Whatsapp No _____
12. **BANK DETAILS:**
ACCOUNT No (Student's account): _____
BANK NAME: _____
IFSC CODE: _____
13. **CHRONIC DESEASE(if any) :**

PASTE A
PASSPORT
SIZE PHOTO
HERE

I do here by undertake that the above information provided by me are true and best of my knowledge.
I will obey the entire hostel and mess rules otherwise I am liable for Punishment, fine/expulsion as deemed fit by
the institution/hostel authority.

SIGNATURE OF THE STUDENT

UNDERTAKING FROM PARENT/GUARDIAN

I do undertake that my ward has no serious diseases of heart, brain, epilepsy which may requires emergency treatment. If my ward suffers anytime from any serious disease requiring emergency treatment, I shall take back my ward from hostel immediately

Signature of Parent/Guardian:
parent/guardian's name & Relationship with
Ward:

Mob No:

FOR OFFICE USE ONLY

Sri _____ Branch _____ Sem _____ admitted to the girls
hostel on _____/_____/20____ Paid hostel fees of Rs. _____/- vide receipt
number _____
dt _____/_____/20____ allotted room no _____ in the hostel.

Asst Hostel Supt (Ladies Hostel)
UCPES Berhampur

Hostel Superintendent(Ladies Hostel)
UCPES Berhampur

Principal
UCPES Berhampur

UNDERTAKING BY BOARDERS OF LADIES HOSTEL U.C.P. ENGINEERING SCHOOL, BERHAMPUR

I do hereby undertake to abide by the following rules and regulations of the hostel-

1. Ragging is strictly prohibited in any form, if someone is found guilty, severe action will be taken as per decision of Hon'ble supreme court.
2. Students are not allowed to consume any alcoholic, narcotic drugs or any intoxicating substance in the hostel premises. If found so, fine as deemed shall be imposed.
3. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors book available at the hostel entrance with the security guard. They should provide a valid identity Proof. They are required to take permission from HS/AHS before entering to hostel.
4. Students should not keep any unauthorized property and/or unauthorized guests in their room.
5. No person/guests are allowed to stay overnight in hostel. If they want to, they may take prior permission from the HS/AHS.
6. Hostel boarders to take care of their own belongings. They have to lock their rooms properly before leaving to anywhere.
7. Students are not allowed to arrange any group religious activities in their room.
8. Students are not allowed to take equipments, common room's furniture, newspapers/magazines/journals mess property etc, If so then appropriate fine shall be imposed from them.
9. Boarders to handle govt properties carefully and not to their break room or tamper equipments provided at any time .it. If so, then applicable fine will be charged by the hostel management.
10. Students have to use water and electricity judiciously. If fan, tube light, etc ., are found ON in the absence of the students In their rooms, Rs 500/- per student fine will be charged by hostel authorities.
11. Garbage and wastage should only be put at garbage box available nearby hostel premises. They should voluntarily agree to take part in cleanliness drive every Sunday.
12. Students during their stay in the hostel will be governed by the hostel management rules ..
13. No student shall use the service of a hostel housekeeping person for personal work.
14. Students will not enter rooms of other students without permission of the inmates, if anybody is found, fine is to be charged.
15. Every case of illness and accident must be reported immediately to the hostel authorities.
16. No function or celebration shall be organized at hostel premises except with the permission of the Hostel Supdt.
17. Students suffering from contagious disease wont be allowed to stay at hostel. Decision of the Hostel Supt in this regard will be final & binding.
18. Allotment of room furniture etc. will be entirely at the discretion of the Care Taker and no complaint in this regard will be entertained.
19. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
20. Appropriate disciplinary action shall be taken if any form of Mass-agitation/strikes/meeting/gathering is conducted without prior information to the authorities.
21. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.
22. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute
23. Multimedia Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited.
24. Defaulter in will be punished. Repeated acts will render cancellation of allotment of Hostel room .
25. A hostel maintenance fee towards consumable items Rs. 100/- per month is to be paid by every boarder.
26. Study hours between 7.00 p.m. to 9.00 p.m are to be strictly adhered to and no one is allowed to leave and enter the hostel between 7:00PM to 9.00 P.M. The main gate will be remained lock.
27. Hostel mess bills are to be paid in between 1st to 10th date of every month. In case of non submission of the mess fees, a fine of Rs 500/- will be charged against non payment of dues in time
28. Chewing Gutkha, Paan masala inside hostel is strictly banned. If found any spitting, Rs 500/- from all in the corridor will be imposed.
29. EXCHANGE OF ALLOTTED ROOMS/SEATS without written approval from hostel authority will be treated as INVALID.
30. It's a responsible of every boarder to report the mishappenings in their room to the hostel authority. If any illegal activities happening in their room and no one has informed or accepting the mistake voluntarily, entire room will be charged against disciplinary action.
31. Hostel authorities will not be responsible against any case of MOBILE/VALUABLE ITEM'S THEFT CASES. Boarders have to lodge a complaint in B N Pur police station after informing authoritie in written application.
32. Boarders to submit application before leaving hostel for any reason and submit to HS/AHS for approval. Unauthorized or uninformed leave will not be considered as a valid case for discussion in any point of time.
33. Boarders are advised to bring their parents and meet HS/AHS atleast once per semester to know their ward's status.
34. Meals to be consumed in dining hall only. Any one found taking foods to the room will be imposed fine of Rs.500/-
35. While leaving the room in holidays, a copy of key in an envelop marking room no, names of student staying in that room, mobile number etc to be submitted to hostel authorities.
36. During the class hours, the power supply in the hostel will remain off.
37. Any one wish to terminate his hostel boarder ship, is to be done in official way by producing documents from the hostel authorities. The copy of the record has to be kept by the boarder for future reference.
38. Rules made time to time in hostel meetings will automatically assumed to be added here and agreed to follow by the boarders.

I Sri _____, Branch _____ have read and understood all the hostel rules written above carefully. I shall obey all the disciplinary rules and regulations made time to time by the hostel authorities along with the above set of rules to maintain the disciplinary decorum of the allotted hostel.

Signature of the Student

***Note: Parent must be present along with the boarder during the hostel admission.**

Parent Declaration Form – Hostel

Date: _____

I Mr./Ms. _____ Father/ Mother/ Legal Guardian of

Mr/Ms. _____ Room no. _____

pursuing _____ Semester _____ in the Department _____ is
staying in Room no. _____ of Girls / Boys Hostel do hereby undertake and confirm.

I have read and understood the Alakananda ladies hostel rules and regulation and accept all the terms and conditions therein. I assure you that my ward will follow and adhere to the same and will not involve in any case of violation of any of the Hostel rules and will not indulge in any Unlawful / Unfair activities under any circumstances.

I am aware that

- In case of non-compliance by my ward, the institute will expel him/her without any notice. The decision of the college authorities shall be final and binding in this regard
- I take responsibility for any unethical/ illegal/ unauthorized activity done by my ward, anywhere.
- In case of any medical emergency, hostel will arrange for first aid and inform me. I will be available on call and promise to visit and take care of my ward as and when required and will not hold the institute responsible.
- Any act of uploading derogatory remarks or interview regarding the Hostel/Institute to any member of the Press, Print Media, Radio, Television or any other social media will invite disciplinary action
- My daughter/ward is not/is suffering from any chronic diseases (e.g. Asthma/ sickle cell anemia / Hepatitis B/ Heart disease)

Signature of Parent

Name of the Parent: _____

Phone : _____

Email : _____