

Shriram Gramin Sanshodhan Va Vikas Pratishthan's

ADMISSION FORM – YEAR 20 - 20

For office use only			
Block:	Floor: Ground/ 1 st /2 nd 3 rd	Room No:	Wing :
Admission Fee Receipt No.& Date			Class: Year:
Admitted to College:			Biometric No.

To,
The Director/Secretary
Shriram Gramin Sanshodhan Va Vikas Pratishthan, Wadala

Sir,

I wish to apply for admission in the Lokmangal College Hostel. Name of the College _____ Name of the student _____ Class admitted to _____ Semester _____

I hereby agree to abide by the rules and regulations of the Hostel. I undertake that so long as I am a student of the college & residing in Hostel, I will do nothing that will interfere with its discipline and order.

In case I am admitted, I agree to pay all the fees as specified for the Year.

Yours Obediently,

(Signature of the Student)

(I) PERSONAL INFORMATION

- 1) Name: _____ Middle Name : _____ Surname : _____ Mother Name : _____
- 2) Permanent Address: _____

- 3) Local Address _____

- 4) Place of Birth Village _____ Taluka: _____ Dist: _____ State : _____
- 5) Date of Birth _____
- 6) Married/Unmarried _____ 7) Male/Female _____ 8) Employed/Unemployed _____
- 7) Religion _____ 10) Caste _____ 11) Sub Caste _____
- 8) Mother Tongue: _____
- 9) Hobbies and other interest _____
- 10) Email ID _____

(II) INFORMATION ABOUT PARENT/GUARDIAN

- 11) Parent's /Guardian's Full Name: _____
- 12) Address: _____
- 13) Parent's /Guardian's Occupation: _____ 14) Annual Income : _____
- 15) Parent's /Guardian's Relation with the applicant _____
- 16) Parent's Contact No : _____

PARENT'S / GUARDIAN'S ENDORSEMENT

I have permitted my son/daughter / ward to join your Hostel. The information supplied by him/her is correct to the best of my knowledge. I have acquainted myself with the rules & regulation of the Hostel. I undertake to pay all the Hostel fees & dues of my son/daughter /ward & to see that he/she will observe all rules of discipline of the Hostel.

Place: _____

Date: _____

Parent's Guardian's Signature

Admission is granted in the hostel for the year 20 to 20

Register/OS/HR

Signature of Admission

Committee Member

Principal

- 1) The allocation of the rooms will be made by the hostel committee. Application for admission to the hostel must be presented with the application for admission to the course, in the prescribed form which can be had from the college office.
- 2) Three students would ordinarily be accommodated in one room. Rooms shall have to be occupied as allotted by the Hostel committee and no-Change of room is allowed.
- 3) Admission fee of Rs. 20/- per year must be paid along with the application form. The following remaining hostel fees shall have to pay by the student before occupying the room. In case room is not allotted admission fee would be refunded provided it is claimed before 31st August of the year.

Sr. No	Particular	Ist Term	2 nd Term
1.	Admission fees	50/-	50
2.	Hostel Deposit	3000/-	-----
3	Mess Deposit	1000/-	-----
4.	Room Rent		
5.	Water and Electricity Charges		
	Total		

Hostel Mess

II) The Mess will be run on the basis of club system. Mess is compulsory for every resident. Mess bill should be paid every month on or before the due date and strictly adhere to all the rules made for the mess. Any default in this respect of on the part of the resident student may lead to cancellation of admission of the hostel. Wastage of food in the mess will be penalized. Mess duties if allotted should be accepted.

Facilities Available

- III) 1) Hot water is provided to all the students through solar systems.
2) Reading Hall & Gymnasium is available.
3) Hostel has S.T.D. booth & 24 hour security.
4) Prominent daily news papers-Marathi & English are available & kept in the general reading.

Hostel Discipline Rules

IV) 1) No functions, celebrations, meeting and organization of any type shall be held or formed without the prior permission of the college authorities

- 2) Students shall have to observe complete discipline inside the Hostel and on the College campus. Any change in the rules will be applicable as per the guidelines.
- 3) Hostel Students are particularly required to maintain regularly in their academic life. Their failure at examinations or irregularity in work may result in the cancellation of their hostel seats from the beginning of the following term.
- 4) All letters addressed to resident students through the post-Office will in the first instance be delivered to Rector who will make proper arrangement for their distribution.
- 5) A resident student who wishes to absent himself/herself from both the class and Hostel, on a week day, Must take written permission of the Rector for such Permission.
- 6) No student shall undertake to repair himself/herself any damage to the room. Fitting, fixtures furniture or carry out any alteration therein. He/she should report the repair and hostel requirements to the administration department.
- 7) No wasteful or improper use of water, Electricity etc is allowed.
- 8) Students will be personally held responsible for the damage to the furniture, windows, doors, walls, electric fitting etc. and the cost of damage thereof shall be recovered from them.
- 9) Loss of Utensils, if any will be recovered from the students on pro-rata basis at the end of every term.
- 10) Students shall have to bring their own mattress, bed sheets, blankets, mosquito net bucket, jar, glass, etc.
- 11) Misuse of electric facilities is strictly prohibited and will be penalized.
- 12) Students shall switch off the lights in their rooms every time they go out or before they go the bed.
- 13) No student is allowed to have guest in the room to stay.
- 14) No student is allowed to play music(vocal or instrumental) or indoor games in the room.
- 15) The Rooms and the premises must be kept scrupulously clean and tidy & dustions provided must be used.
- 16) Students must not enter in other's rooms without official permission.
- 17) Students must remain present in their rooms between 9.00 P.M. and 6.00 a.m. and for Ladies Hostels they should follow rules and time schedule laid down for the Hostel.
- 18) Outsides/Foreigner Students are not allowed to enter in the rooms without permission of the Hostel administration.
- 19) Every Hostel Student must possess an Identity card bearing the Hostel number and Room number in which he/she is staying.
- 20) Every case of illness must be reported to the Hostel Rector.
- 21) No meeting shall be convened anywhere in the college premises without prior permission of Principal/Director/Secretary.
- 22) The college authorities shall have full powers to expel any student from the hostel if he/she is found guilty for any reason to be a resident in the Hostel.
- 23) A resident student must leave the hostel and give possession of the room to the office within five days after the end of the examination of the academic year, under no circumstances he/she will be allowed to extend his/her stay in the Hostel after that period.
- 24) Disciplinary action will be taken against the students for willful disobedience or defiance of authority, non observance of Hostel rules, mischievous and insolent or immoral behavior. This action may be a fine, expulsion and / or forfeiture of the degree, depending upon the nature of the offence.
- 25) Students wishing to discontinue the residence in the Hostel for the second term must inform the Hostel administration in writing before the end of the first term . Otherwise they will have to forfeit deposit and be charged full rent and Mess charges for the second term.
- 26) Not to consume liquor, tobacco or any such item which are harmful to the health and hygiene of a person keeping any weapon is totally prohibited.
- 27) Not to indulged in any type of quarrel or fight inside or outside the Hostel.

28) All the Students who are residing in the hostel, are required to open an account in Lokmangal Patsanshta for the safety of their money.

29) Students shouldn't bear precious things or golden ornaments with them. Institution is not responsible for these things.

30) Students shouldn't bear more money than necessity. They may use bank facility provided for the same.

31) *Hostel deposit will be refunded to the student, if the application for the refund or deposit is made within six months from the date of the completion of the examination of the academic year. No other fees shall be refunded.

** Also mess advance if any will be refunded to the student as per rules of the concerned mess..

Signature of the Parents

Signature of the Student

- Students shall give to observe complete discipline in the Hostel.
- Student's rooms will be allotted to students on sharing basis.
- Students are not to visit any other room without permission of the inmates of that particular room.
- Students are not permitted to use Radio, Music System, heaters, water-boilers, kettle, immersion reds, or any cooking device in their rooms.
- Playing of any games, cards inside the rooms corridors is strictly prohibited.
- Storage and consumption of alcoholic drinks/drugs/tobacco/Ghutka/narcotics etc. in the hostel premises is strictly prohibited. Anyone found indulging in these will be expelled instantly from the hostel and could be handed over to police.
- Smoking inside the hostel premises is strictly prohibited, If found doing so, disciplinary action will be taken time, they go out or before they go to the bed.
- Students are required to switch off the lights, fans etc in their room every time, they go out or before they go to the bed.
- All the residents of the hostel should see that there is no wastage of water, electricity, Misuse of electricity is strictly prohibited and the defaulter will be penalized.
- Every case of illness must be reported to the warden immediately.
- Hostel inmates must vacate his/her room within two days after his examination gets over.
- Resident who wishes to remain absent from the hostel must take written permission from the warden.
- Resident should register their attendance biometrically and to prefect whenever they are not staying in the hostel during nights hours, failure to which will attract fine.
- Students need to ensure that they make entry in register and inform prefect whenever they are not staying in the hostel during night hours, failure to which will attract fine.
- The students should stay in the room allotted to them. They should not interchange their rooms without permission of hostel authority.
- Complaints, if any about the hostel staff, servants, mess or any other complaint should be given in writing to the warden. No one shall take the law in one's own hand and take direct action. Mass agitation for any reason is prohibited.
- Hawkers, Salesman etc. are not allowed to enter the hostel premises. Students are advised not to entertain them and do any financial transactions with them.
- Functions, celebrations, meetings or formation of any kind of organization is not permitted without prior permission of the hostel authority.

- The hostel authorities have powers to suspend/expel any student from the hostel if he is found guilty of any offence related to the hostel.
- student not allow any unauthorized guest in their room. No guest will be allowed to stay in the room. The student shall be responsible for the safety of his articles belongings cash etc. in his room. Warden Any Suspicious/unclaimed object lying around is to be immediately reported.
- Students may register their completed, if any, in the Complaint Book, which is available in the Hostel office. Suggestions for improvement of hostel life may be placed in the suggestion box kept outside .
- Complaint suggestions box will be opened only by the warden every week.
- Maharashtra Prohibition of Ragging Act, 1999, ragging is strictly prohibited.

RECTOR