

FOR OFFICE USE ONLY

Application No. _____ Date of Issue: _____
GRANTED / NOT GRANTED ACCOMMODATION

Remarks _____
 Signature of A.O. _____

Please affix
 Recent Passport
 sized Colour
 Photograph
 taken against
 light background.

Applicant's Name: _____

Parent's Name: _____

Parent's Residential Address: _____

* Parent's Mobile No.: _____ Tel. No.: _____ Current E-mail Address: _____

Parent's Official Address: _____ Official E-mail Address: _____

* _____ / Phone Number is mandatory.

JEE Roll No.: _____
 For 1st Year B.Sc. Students only Academic Fee Receipt No.: _____

For 2nd Year / 3rd Year B.Sc. Students only
 Attendance in 1st Year: _____ Attendance in 2nd Year: _____
 Academic Performance % _____ Academic Performance % _____ ATK: Yes/No

Were you penalized in the past for violation of Hostel Rules: Yes / No.

I have read, understood and accept all the rules and regulations of the Hostel that are printed in the Prospectus and I agree to abide by the same. I am aware that I will be fined/penalized if I do not abide by the same. I agree to vacate the hostel immediately after the Annual/Semester Examination conducted by National Council for Hotel Management & Catering Technology, Noida.

I will forfeit all the fees if I quit the Hostel for any reason or I am expelled from the Hostel.

Applicant's Signature

(This parent's signature must appear on all future communication with the Warden)

Signature of Applicant's Parent / Guardian

GENERAL HEALTH REPORT

In the interest of your ward and all the Hostelites residing with her / him, please disclose complete, full information so that appropriate medical attention may be administered to her/him in case of an emergency during her/his stay in the Hostel.

- Does your ward have any infectious / communicable disease or problems related to the following?
 Yes No. If Yes, please (✓)
 Cardiac Hypertension Epilepsy Renal
 Locomotor disability Respiratory Mental Tuberculosis
 Please provide relevant information:

- Does she / he have any known allergies to food or medicine? Yes No
- Is she/he under any medication? Yes No
 Please provide relevant information:

4. Height: _____ ft. _____ in. Weight: _____ kgs. Blood Group: _____

Undertaking from Parent / Local Guardian appointed by Parent

(Local guardian must personally sign the undertaking in the presence of the Admn. Officer / Warden)

I, the undersigned parent / guardian Mr. / Mrs. _____ of _____ have read, understood and accepted all the rules of the Hostel that are listed in the Institute Prospectus. Moreover, I do hereby undertake complete responsibility of my ward / child.

I understand, agree and pledge to ensure: (Kindly tick ✓)

- That I will co-operate with the Hostel Warden/Institute authorities to ensure that my child/ward maintains the discipline in the Hostel, even if it means expulsion of my child/ward from the Hostel for breach of discipline. I agree that in the interest of maintaining discipline and decorum, the decision taken by the Institute's authorities will be binding on me and my child/ward without any questioning whatsoever.
- That I will communicate frequently with my child / ward and Institute authorities to ensure that he/she is abiding by the rules of the Hostel.
- That my child/ward will not be absent from the Hostel; that I will give 7 days prior intimation in writing, via courier/registered letter to the Warden/Institute authorities, if I wish my child/ward to remain absent from the Hostel. It is my sole responsibility that my child/ward returns home directly from the Institute during vacations, leave and at the end of the academic year.
- My child/ward will not possess / consume / supply alcohol, cigarettes, drugs, gurka.
- My child/ward will maintain a minimum of 75 % attendance in academics to secure hostel accommodation for the following year.
- That the Institute will not be held responsible for any untoward act of my child/ward inside or outside the Institute premises.
- To make good any loss caused by him/her on the Institute's premises by way of recovery, in case of damage- accidentally or otherwise - caused by him / her to the property of the Institute or the property belonging to other hostelites.
- That in case of major sickness / hospitalization, I the local guardian, undertake to reach the hostel/hospital immediately on intimation; and take care of my ward.
- That my child/ward does not possess a driving license nor a vehicle.
- That my child/ward will not go for picnics, outings near the sea, river, lake.
- That in case of change of Local Guardian, I will inform the Warden and Institute Authorities in writing, within 24 hours.

Name of the Guardian: (or Parent, if Guardian is not available) _____

Mr. / Ms.: _____

Guardian's Occupation and Designation: _____

Guardian's Residential Address: _____

Mobile / Landline Phone No: _____

- I have been appointed by the Parent as Guardian and I adopt of all the terms mentioned above. (Please tick ✓)

Signature of the Guardian with Date _____

- I hereby appoint a Guardian (whose name appears above) / I do not appoint a Guardian

Signature of the Parent with Date _____

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY &
A.N.,
ALTO PORVORIM, BARDEZ-GOA.

UNDERTAKING

I am aware that I am required to maintain a minimum of 75% attendance at all times. If, at any given time, my attendance falls below 75%, I know that I will be asked to vacate the Hostel without refund of any fees.

NAME _____

S/o. or D/o. _____

COUNCIL ROLL NO.: _____

COURSE: _____

DATE: _____

Parent's Name and Signature 1) _____

2) _____

IMPORTANT INSTRUCTIONS TO HOSTELITES

Attire. Be properly dressed at all times, even while in the room. (Acceptable: H/S T-shirt, Bermuda shorts. Not acceptable: Sleeveless T-shirts, small shorts). Always carry your Hostel Identity card with you after college hours.

Character & Conduct
 Be courteous and respectful in the Hostel, especially to the Warden, Security guards and senior hostelites.
 Do not protest/argue with any of the Hostel staff, representatives or Security guards while they are carrying out their duty. Seek clarifications at a later time.
 Do not abuse anyone – physically nor verbally, nor use foul language.
 Do not pass hurtful remarks against anyone, irrespective of religion, gender or caste, etc.
 Do not create a nuisance and disturbance. Do not hold unauthorized meetings or celebrations.
 Do not instigate others to do wrong or to break hostel rules.

Rooms.
 Do not enter the Hostel from 9:30 am to 12:30 pm and 2:15 pm to 4:15 pm on working days.
 Boys are not allowed into the Girls' Hostel and vice versa.
 Visiting hours 5:00 pm to 7:00 pm: Only parents / brother may enter the Boys' Hostel and only mother/sister may enter in Girls' Hostel.

The room is exclusively for you and your room-mates. Do not entertain anyone else in your room.
 Do not keep in your room: any cash/items that are valuable to you. Take care of your keys, ATM card, wallet - do not give it to anyone else. Lock your belongings securely, while visiting washrooms.
 No friends are permitted in the hostel. No meals in the room.

Rooms Inspection:
 Keep your rooms clean at all times. The Hostel Warden / Hostelite representative may inspect the room at any time of the day or night.

Safety and Security.
 Report back to the campus every evening as per the timings. If late, present your Hostel ID card to Security guard for verification and fill in the late entry slip. Be back in your own room by 10:30 pm till 6:00 am. No movement in the corridors permitted, except for visit to the toilet, after obtaining permission from the Security guard. Do not enter into any cash transactions with any of the Hostel Staff.

Timings.
 Complete all personal work by 10:30 pm. Arrive punctually for Mess duty (rota). Meals and attendance. **Be physically present for attendance daily, during which mobile phones must be switched off.**

ODC's
 Lists of Hostelites taking part in ODC for Saturday / Sunday must be submitted to the Warden on Friday or previous day of the Holiday. No substitution permitted unless approved by F&B Department.
Do not take part in ODC's if you have been allotted mess duty.

Leave.
 Request letters from parents should reach the Warden 7 days prior to leave, either by courier/Registered post. Parents' signature on the letter must match with Institute records and state clearly the date when you will report back to the Hostel. E-mails and Faxes are not accepted.

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| Daily Cleaning (7:45 p.m. to 8:00 p.m.)
<input type="checkbox"/> Fold and put away all clothes. Arrange footwear in order in the balcony. Soiled clothes must be put neatly into a bucket and kept in the balcony.
<input type="checkbox"/> De-clutter the desk / bed / chairs. Tidy up all personal belongings. Make the bed. Air out the room. (freshen it up)
<input type="checkbox"/> Sweep up the dirt in the room and balcony.
<input type="checkbox"/> Empty the garbage bin
Weekly Cleaning (Sunday 4:00 p.m to 5:00 p.m.)
<input type="checkbox"/> Damp wipe the tables, chairs and window sills.
<input type="checkbox"/> Sweep, mop the room and balcony.
<input type="checkbox"/> Clean spots / stains from walls and doors. Clean switchboard.
<input type="checkbox"/> Clean up bathrooms, toilets, wash basins, mirrors.
<input type="checkbox"/> Report any faulty switches, lights, fans, taps to the H.K. Rep. |
|--|

IMPORTANT TIMINGS	
Reporting to Hostel	Daily 08:30 pm Sat 09:30 pm
Daily attendance	Daily 08:10 pm (10:20 pm on Sat) (Boys) 09:30 pm (11:45 pm on Sat) (Girls)
Daily Cleaning	Mon-Sat 07:45 pm to 08:00 pm
Weekly Cleaning	Sun 04:00 pm to 05:00 pm
Breakfast	Mon - Fri 06:00 am Sat, Sun, Holidays 09:00 am
Lunch	Mon - Fri 01:30 pm Daily 05:30 pm
Snacks	Mon - Fri 08:30 pm Sat 09:30 pm
Dinner	05:30 pm to 10:30 pm
T.V. Timings	Till midnight 07:00 am to 02:00 pm 04:00 pm to 10:00 pm
Playing Music	Daily 05:30 pm to 08:30 pm
Sports	Daily

Hygiene and Sanitation

Throw garbage in the bins, **not** out of your window.
Flush the toilet after every use. Do not mess up the entire area.
Keep the surrounding area dry. Clean the bathroom after you use it.
Do not share personal articles like towels, razors, soap – you may catch / spread a disease.
Do not spend too much time.
Do not smoke in toilets / washrooms. Do not spit.
Use a tumbler for drinking water. Do not drink directly from the tap.

Requirements.

Hostel Rooms are equipped with individual Cot, Mattress, Chair, built-in cupboard and study table.
Room-mates will have to collectively purchase a suitable lock for the allotted room with 4 keys as needed. (One room-key must compulsorily be deposited with the Warden).
6 lever lock for the cupboard. Pillow, three sets of bed linen, dusters, hand/bath towels, toiletries.
SS dinner plate and bowl, SS coffee mug / tumbler, spoon / fork. Bottle for drinking water.
Rainwear, umbrella, Light Blanket cap, Table / Emergency Lamp with CFL Bulb; Rechargeable torch.
Clothes hangers, clothes clips, nylon rope for clothesline, 15 litre plastic bucket and a plastic mug.
Mosquito repellent liquidator / lotion/spray.

Hot plates, kettles and other appliances meant for reheating / cooking of food and beverages are strictly NOT permitted; If found, they will be confiscated (never to be returned) and the Hostelite penalized. Thermos flasks and casseroles may be used instead.

Hostel Mess / Meals

Ensure that you have correctly filled in the Meal Count Sheet. Do not ask your friends/roommates to do so on your behalf. If you are absent without prior intimation, you can be penalized. Meals must be taken only in the Dining Room. Hostel Identity card must be presented at Meal-time. The Warden may permit meals in the room only if the Hostelite is seriously ill, and if permission is requested. Maintain the order and discipline while in the dining room. Be polite and clean up after you finish. Do not complain about food/service while in dining room. Resolve the matter with the Warden, at a later time. Do not waste food. Take only as much as you can eat. Do not enter the Kitchen at any time, even if the service counter is closed.

Electricity and Water.

Be very economical in the use of water and electricity.
Switch off fans, lights-when you leave the room, or when you find them unnecessarily switched on.
Do not allow the water to run while shaving, bathing etc.
Close the tap, even if there is no water supply – when restored, it can drain off.

Hostel admission, re-admission, leaving the hostel.

Every year a student must apply afresh for Hostel Accommodation.
A student qualifies for Hostel Accommodation on the following criteria and only these students will be given the Forms for the next semester.

1. Should possess Attendance of 75% and above.

2. Academic Performance (Previous year's performance)

3. Based on Character and Conduct in the Hostel.

Hostel Accommodation Fees, Hostel Mess Fees are payable in full in advance before the commencement of the academic session. No concession Fee is permitted.

Students eligible to avail hostel facility in the even and odd semesters must pay in full before proceeding on Summer Vacations (including those who are sent for Industrial Release Training in the 1st Term)

No refunds or adjustments under any circumstances.

When an hostelite leaves at the end of the academic year, leaves of his /her own will, or is expelled from the hostel he/she must complete the Hostel Clearance Procedure.

Yes, I have read, understood and agree to all the above.

Signature of the Applicant

Signature of Parent

OFFENCES AND PENALTIES

The Institute encourages hostelites to develop good habits, and a positive co-operative attitude. Listed below are some of the offences and fines which may be levied on each Hostelite, individually, for violation of Hostel rules. The fines are only meant to discourage/ reduce wrongdoing. Parents and guardians are advised to co-operate with the Institute in this endeavor. Repeat offenders may be asked to vacate the Hostel, after being warned thrice by the Warden, thus forfeiting all the fees paid.

1)	Going for picnics, involvement in fights, abusive language, damaging hostel property, intentionally or otherwise.	Rs.500/- cost of replacement, expulsion from the hostel or all of the above.
2)	Loitering in the Hostel room during regular class hours	Rs.300/- per instance
3)	Absconding (absence without prior permission, or without valid reason)	Rs.250/- per day. May result in expulsion from the hostel.
4)	Late return from vacation or proceeding for leave without prior intimation	Rs.250/- per instance. May result in expulsion from the hostel.
5)	Smoking, drinking, drugs, gutka, substance abuse and having in his or her possession any of cigarettes, alcohol, drugs gutka or similar abusive substances, (anywhere in the room). Playing cards, gambling in any form.	
6)	Presence of cutlery, crockery, raw ingredients in room belonging to the Institute / Hostel Kitchen.	
7)	Untidy room including dirty floor, clutter, disorder, etc.	
8)	Poster / Pictures on the wall	Rs.250/- per instance
9)	Defacing the wall (graffiti), furniture, doors	
10)	Putting nails into the wall	
11)	Appearing in public area (any area other than the room) without proper attire, (acceptable attire: half sleeve T-shirt, Bermudas)	
12)	Playing loud music (>70dB) and playing music beyond permitted timing. (Headphones have to be compulsorily used when playing music on the mobile, outside the room).	
13)	Playing games in the building premises, creating a nuisance	Rs.100/- per instance.
14)	Wastage of electricity, water	
15)	Late entry into hostel, entering other's room, permitting others into the room.	
16)	Furniture out of place, bare mattress/pillow	
17)	Not reporting for Rota / meals.	Rs.100/- per meal
18)	Any acts of indiscipline, irresponsible behavior which is not detailed above, will attract a fine of Rs.100/- to Rs.1000/- at the discretion of the Hostel Warden.	
19)	Deposit the fine with Cashier within 7 working day Retain and present Cashier's Receipt to the Warden, failing which more stringent action may be taken against the errant Hostelite.	

Yes, I have read, understood and agree to the above. Please (✓)

(Signature of the Applicant)

(Signature of the Parent)