

INSTITUTE OF HOTEL MANAGEMENT, BATHINDA

APPLICATION FORM FOR HOSTEL ALLOTMENT

1. Name (in BLOCK LETTERS):	_____	Affix Latest Passport Size Photograph
2. NCHMCT Roll no.	: _____	
3. Semester & Batch	: _____	
4. Father 's Name	: _____	
5. Occupation	: _____	
6. Permanent Address	: _____ _____	
7. Correspondence Address :-	_____	

8. Telephone	: Off. _____ Resi. _____	
9. Student 's Mobile no.	: _____	
10. Local Guardian's Address :	_____	
11. Telephone No.	: Off. _____ Resi. _____	

Declaration (Detailed Overleaf)

1. I promise to abide by the hostel rules as made applicable to the institute hostel and such other rules as may be made by the Principal/Secretary/Hostel Superintendent from time to time.
2. I declare that I am applying for admission at the wish of my parent/guardian and in consideration the said application being admitted. I, the said parent guardian, do agree to be jointly and severally responsible for the due and prompt payment of the hostel and mess dues and other dues and indemnify Govt. and this institute to which the said application may be admitted, in respect of loss, damage or expenses, resulting from delay and failure to make any such payment or as the result of the particulars given above proving incorrect.
3. I shall continue to stay in the hostel for the entire academic session.

Signature of Parents

Signature of Student

FOR OFFICE USE ONLY

Admitted

Checked and Allotted Room No. _____

Hostel Superintendent

Principal/Secretary
Institute of Hotel Management, Bathinda

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Undertaking by Students and Parents for Hostel Rules and Regulations

I, Mr./Ms. _____ S/o, D/o _____ Council Roll No. _____

_____ IGNOU Roll No. _____ Resident of _____

Joining for the course _____ academic batch _____ in Institute of Hotel Management Catering Technology & Applied Nutrition Bathinda.

1. I will abide by the rules and regulations of the hostel that if I found indulged in any kind of in disciplinary activities I will be suspended from the hostel with an immediate effect and I would not claim any amount of hostel fees to be refunded.
2. A continues absenteeism or not reporting to the hostel within 3 working day any disciplinary action would be taken against ward.
3. Absenteeism or medical grounds is to be informed to the institute authority by the parents/guardians of their ward immediately with a medical and fitness certificate.

Signature of Student

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ACKNOWLEDGEMENT

I have gone through carefully the terms of the above undertaking and understand that if he/she fails to comply with the hostel rules he/she will be suspended from the hostel. I undertake that I he/she will strictly follow the above terms.

Signature of Parent/Guardian

Name _____

Address _____

Mobile No. _____

Date: _____



RULES FOR HOSTEL

1. The hostel accommodation will be given to the students on the merit basis and as per seats allocated department wise by the institute authority. Admission is valid for one academic year only.
2. The students will have to continue for full sessions who are allotted seats in the hostel.
3. Fresh application will have to be filed up for next year accommodation. Hostel allotment in the 2nd and 3rd year will be based on attendance, conduct and academic performance in the past semester.
4. The institute will provide sharing accommodation and cots, chairs and tables to the hostellers. However, the bedding, linen, tumbler, bucket etc. will be brought by the student. The students will be responsible for the up keep of the institute property and the articles issued for use in the hostel, any type of damage to the property/ articles the cost will be recovered from the students.
5. The hostlers are not allowed to keep any valuable articles such as jewelry, heavy cash, expensive electrical/ electronic gadgets etc. in their rooms. The institute under no circumstances will be responsible for any loss of any valuable articles; however, any hostlers found to be violating of the above rules will be liable for disciplinary action.
6. Ragging is not permitted. Anyone found indulging in such activities will be liable for severe disciplinary action.
7. Consumption of alcoholic drinks, drugs and gambling are prohibited. Bottles other than plastic are not allowed to be kept in the room. Objectionable materials (magazines/cassettes/CDs/weapons etc.) are not allowed to be kept in the hostel room. Playing music players etc. loud enough to cause disturbance to others is prohibited.
8. All hostellers should carry their identity cards issued by the institute, even while going out or to the mess. During free times the students are not permitted to wonder in the other parts of the institute building.
9. Hostel students should not write anything on the walls, doors or windows or cause any damage to the institute property. Shouting/ demonstration is prohibited.
10. No electrical appliances are permitted to be used in the rooms, in case of default; the students will be liable for fine or disciplinary action as decided by the institute authority.
11. The hostellers will submit the form/undertaking in duplicate duly filled in all respect along with photographs, specimen signatures of the visitors who will be authorized to meet the hostellers by their parents or guardians. No person other than the authorized ones will be allowed to meet the hostellers.
12. Non hostellers and guests are not allowed to visit/stay in the hostel. In case any outsiders/day scholars founds visting/staying in anyone's room will be liable for fines or disciplinary action as decided by the Principal.
13. Students are required to instruct their friends and relatives not to call them on the office telephone during working hours unless in case of emergency.
14. The students are required to keep their rooms locked while going outside. The students are further required to be economical as far as possible in using the water and electricity and keep their rooms clean and tidy all the times. The hostellers are not allowed to use any type of heater/stove/electrical gadget/meddle with the fitting in their rooms.
15. Every case of illness and accident must be reported immediatly to the hostel authority. Decision of the warden in this regard will be final and binding.
16. Hostel accommodation allotted can be changed by the management, if they found it necessary at any point of time.
17. Students indulging in use of abusive and threatening language, physical fights etc. are liable to be expelled from the hostel. No function or celebration shall be organized at hostels except with the permission of warden.
18. The hostellers are not allowed to keep any type of vehicle in the institute. In case anybody wants to keep/use the vehicle he/she will have to take the prior permission from the Principal for the same.
19. The dining in the mess is compulsory for all the students residing in the hostel. The other rules of dining in the mess and timings will be intimated by the mess incharge separately.
20. The hostellers must leave the hostel at 8.45 AM on working days to attend the assembly/classes.
21. Any change in the rule and regulation will be intimated from time to time.
22. Students seeking hostel facility must submit the latest and accurate residential addresses and phone numbers/mobile numbers of the local guardian without this hostel facility will not be provided.
23. Students will be required to vacate the rooms within three days on completion of the scheduled examination each year.
24. Students are allowed to stay in winter/summer vocations, for attending IGNOU/ Reappear exams, by paying proportionate extra fees.
25. Students should claim refund of deposit after completion of entire course. Proportionate amount from the deposit of the students, who have damaged the hostel property by any means, will be deducted.

Signature of Parents

Signature of Student