

# GOVT. PG COLLEGE FOR WOMEN, PANCHKULA

Admission Form for Hostel, (Session 20\_\_\_\_\_ 20\_\_\_\_\_)

FOR OFFICE USE	
Receipt No.....Dt.....	
Room No.....	
Principal	Warden

Sr. No :

1. Student's Name \_\_\_\_\_ D.O.B \_\_\_\_\_

Class \_\_\_\_\_ Present Roll No. \_\_\_\_\_

Marks along with Percentage (Previous Examination) \_\_\_\_\_

2. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Residence Address : (With Phone Number) \_\_\_\_\_

3. Local Guardian's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Residence Address : (With Phone Number) \_\_\_\_\_

4. Visitor : Only close blood relation (in case Parents /local Guardian are unable to visit the hostel)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Residence Address : (With Phone Number) \_\_\_\_\_

5. Whether student is suffering from any disease? Yes/No

If yes, attach doctor's certificate that it will not harm/infect other hostlers

6. Whether the student has ever been expelled from Hostel Yes/No

Paste  
Photograph  
of  
Student  
With  
Signature

Paste  
Joint  
Photograph  
of Parents  
With  
Signature

Paste  
Photograph  
of  
Local Guardian  
With  
Signature

Paste  
Photograph  
of  
visitor  
With  
Signature

## RULES / IMPORTANT INSTRUCTIONS TO BE FOLLOWED STRICTLY

1. At the time of admission in the hostel, presence of parents is compulsory.
2. Ragging and strikes are strictly prohibited. If any hostel inmate is found to be involved in ragging or strike, she will be expelled from the hostel without notice.
3. All hostellers must pay their hostel mess dues by 10th of every month or they will have to pay Rs. 50/- as fine till 20th and Rs. 100/- till 30th of the month.
4. Hostellers are not allowed to keep with them item like iron, electric kettle, any type of drugs or alcohol, vulgar literature etc.
5. Hostel warden may visit the rooms any time with members of hostel and search cupboards and rooms. The hosteller will be expelled from the Hostel if any doubt is proved by the hostel committee and in such case the room will be allotted to the next student in the waiting list.
6. All the hostellers will have to pay full dues of mess for the whole month whether they eat or not in the hostel mess. This rule will be implemented on all hostellers for full session except the end of semester's exam.
7. Parents must contact the Principal or Warden for taking permission of any type of leave for their ward from hostel.
8. Parents /Local Guardians /visitors mentioned in the admission form must put their signature in the hostel register at the hostel gate and see their wards after seeking permission from hostel supdt. on the visiting day.
9. All hostellers will have to report to the hostel supdt. at a fixed time every day. No hosteller is allowed to go out of college campus without prior permission of the principal/warden. In case of disobedience the hosteller will be issued warning with message to parents and strict action will be taken by the hostel committee. No relaxation will be given in any case.
10. In case of health problem, Warden /Hostel Supdt. will accompany the sick hosteller to doctor. The student will herself

pay for the doctor's fees and medicines. However, first aid will be provided by the college free of cost.

11. Only mothers /Female local Guardians are allowed for a short visit (2 hours) to their daughter's room with the prior permission of the hostel authority.
12. All hostellers are advised to live in the hostel with fraternity, decorum and discipline. Nobody is allowed to disturb other hostel inmates. In case of any complaint from the hostel supdt. or other hostellers, strict action will be taken. No student will engage in any type of quarrel or exchange of vulgar or repulsive language. If any hosteller is found guilty of the above, stern action will be taken against them.
13. If hostellers have any type of inconvenience or lack of facilities in the hostel, they may request in writing to the hostel supdt. The hostel committee will look into the matter and find a solution for it as soon as possible.
14. In case of emergency, parents must reach on the call of hostel warden/principal, otherwise college will not be responsible.
15. The above guidelines may be changed and modified from time to time as decided by the hostel committee for the welfare of the hostellers.
16. In case any student leaves the hostel, funds except the govt. receipts will be refunded proportionally with the condition that the same room is taken by another student.
17. Visitors are allowed to meet the student on Sundays/Holidays from 10.00 a.m. to 02.00. p.m. other than this no visits would be permitted.
18. Students suffering from infections/mental/chronic disease will not be given admission in the hostel. The students will have to submit a medical certificate from govt. hospital in this regard. False certificate can lead to expulsion.
19. If the behaviour of the student is found objectionable/unsatisfactory she will be punished/expelled from the hostel.
20. Each student will be provided with a table, chair and a cot. Students are advised to manage the rest of the essentials themselves and they will be personally responsible for the safety of their belongings.
21. Only unmarried students are allowed to take admission in the hostel.
22. No such activity will be allowed in the hostel which results in the disturbance to other hostellers, thus hampering their studies.
23. Only vegetarian food will be served in the hostel mess. It is mandatory for the hostellers to have meals in the hostel mess. Defaulters will be prohibited entry in the hostel and the said amount will be adjusted from their hostel security and disciplinary action will be taken against them.
24. Students are not allowed to keep valuable items, jewellery and cash beyond Rs. 500/-. In case of loss the student herself is responsible.
25. Parents/local Guardians are not allowed to stay in the hostel.
26. Remaining absent from the hostel for any day without permission from the authorities will lead to the expulsion of the hosteller. Attendance will be taken and evening prayer will be held at the specified time and presence of the boarder at that time is compulsory.
27. No student will be allowed to change her allotted room as per her choice.
28. Possessions/Use of any kind of drugs/intoxicants/medicines (medicines should be prescribed from the doctors) is strictly prohibited. Any hosteller found guilty of this offence will be expelled from the hostel as well as the college with immediate effect.
29. On working days also, the hostel inmates are not allowed to leave the college premises without the permission of the warden.
30. No hosteller will skip her classes in the college and stay in the hostel.
31. All the Hostel students are supposed to wear decent dress in the hostel.
32. Four wheelers are not allowed in hostel.
33. Students are expected to keep all the switches of their rooms off when they are out. Fine shall be imposed on not doing the same.
34. Residents will not be allowed to stay in the summer during the hostel vacation after the university examinations (Theory and Practical) are over.
35. As per instructions from Govt. vide letter no. 08/08/2020 NPE (2) dt. 03/07/2020, 20% of the available seats will be reserved for SC Category Students.

### Undertaking

I/We hereby certify that the above furnished particulars are true to the best of my/our Knowledge. No other person except those mentioned in the form will ever come to meet my ward. I/We have go through all the above mentioned rules/ instructions. In case of any violation of rules/intructions, She can be expelled from the hostel unconditionally.

**Signature of Student**

Date:.....

Place .....

**Signature of Parents**