

Hostel Admission Form

(For students only)

Hostel Name: _____ **Hostel Address:** _____
Name of Hostel Owner: _____ **Address of Hostel Owner (Off):** _____
 _____ **Contact No.:** _____

1. Name in Block Letters (Student) : _____
2. Father's Name (with name of guardian) : _____
3. Permanent Address : _____
 _____ Ph. _____
4. Local Address : _____
 _____ Ph. _____

Paste passport
size Photo of the
student

To be filled in at the time of admission to Hostel

Name of the Hostel _____
 Date of Entry _____ Single / Double Room No. _____
 Enrolment No. _____ Batch No. _____

I have read and understood the Hostel Rules and Regulations and promise to abide by them without any reservation. I understand that I shall not be allowed to leave during the duration of Classroom / Integrated Program nor any refund will be admissible if I leave the Hostel earlier.

Signature of Father / Guardian

Signature of Student

For Official use

Caution Money (Refundable) : Rs. _____
 Hostel Fee & Mess Charges : Rs. _____ for 2 months i.e, _____ & _____, 201____
 Total : Rs. _____

Received vide receipt no.: _____ dated _____ through cash/D.D/P.O.No. _____

Dated _____ drawn on _____ for Rs. _____

Dated: _____

Signature of Hostel In charge

To be filled-in by the student

I request that the refund cheque for Caution Money may kindly be made in the name of my _____ (Relation) i.e., Mr. /Ms _____, I understand that the refund of Caution money will be made to me by a crossed cheque and sent to me **by the 15th of July of the Final year**. I have no objection the Institute adjust the caution money with the last installment payable to the Institute in connection with course fee and extra amount to be paid by me will be borne by me before greeting the final mark sheet in my hand.

Signature of Student

Note : All students desirous of taking hostel should approach, at the time of admission, along with Hostel Form duly and fees for hostel as per clause filled and signed, rules copy duly signed 1(ii) a, b & c and (iii).

HOSTEL RULES & REGULATION

❖ (Kindly Read the Rules & Regulations carefully before signing)

- 1 Student should not be allowed to take meal from outside during they stay in the hostel.
- 2 Student should not be allowed to interchange their rooms, without permission of the hostel authorities.
- 3 In case a student wants to go to his home town he/she shall have to inform the hostel authorities in writing and make entries in the register while going and coming back accordingly.
- 4 A guest can only be taken up to the room between **4 pm to 7 p.m.** with the advance written permission of the Chief Administrator/In charge. No guests are allowed, other than student's guardian / mother/ father in the Hostel in any cas
- 5 Hostel Fee and Mess charges for every month shall be paid with thin 5th of the month in advance, failing which Rs. 20/- per day shall be Charged as late fee till 10th of the month after which the name of the Student shall be struck off from the records and he will not be allowed to stay in the hostel.
- 6 No unbecoming activity of a student shall be allowed inside the hostel premises. The management reserves the right to evict any Student if it is found that he is involved in any illegal/ unethical/ unprincipled/ immoral/ corrupt/ dishonest activity and due to which his stay in the Hostel Causes disciplinary or any other related problems for the management and the other occupier of the hostel.
- 7 The management reserves the right of admission for non- Student. Trespassers shall be handed over to the police.
- 8 Any Student guilty of misconduct, breach of rules or showing disrespect to authority and nuisance to others including neighbors,
- 9 Shall immediately be expelled from the hostel without any notice. No justification for this can be sought from the hostel authorities.
- 10 Caution money will be refunded only by 15th of July of Final year even if a Student leaves hostel earlier for any reason whatsoever. He will be required to clear all dues. No adjustment of any balance amount payable will be permissible from the Caution money.
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- 12 A Student will have to take permission and No Dues Certificate from the Chief Administrator/Warden when he finally leaves the hostel. The Caution Money amount will be refunded only when No Dues Certificate has been submitted.
- 13 No part of the fee paid (Hostel Fee and mess charges) is refundable for any reason.
- 14 The Hostel authorities shall keep the hostel clean and hygienic and the Student shall help in doing so.
- 15 The Student shall get breakfast, lunch and dinner, as per the menu displayed every week. The menu shall be decided by a committee consisting of one representative each of the Student, Hostel authorities.
- 16 In case a student desires anything outside the menu, he shall have to pay to the hostel authorities at the rate prescribed.
- 17 The hostel authorities shall arrange for clear, hygienic drinking water, 24 hours a day.
- 18 All hostels are managed by private parties.
- 19 No hostler shall be allowed to take meal from outside during his stay in the hostel.
- 20 No inter exchange of rooms shall be allowed without written approval of the hostel authorities.
- 21 In case a student wants to go to his home town he shall have to inform the hostel authorities in writing and make entries in the register while going and coming back accordingly.
- 22 Playing of games in the Corridor or on the roof is not allowed.

(Signature of Parents/Local Guardian)

(Signature of Student)

(Signature of Hostel In-charge)

(Name of Parents/Local Guardian)

(Name of Student)

(Signature of Hostel In-charge)

Contd.....

DECLARATION FROM PARENT / GUARDIAN

I, _____, S/o, W/o _____,

R/o _____ hereby undertakes to abide by the above mentioned rules & regulations of the hostel. I hereby under take that my SON shall not be involved in any illegal/ unethical/ unprincipled/ immoral/ corrupt/ dishonest activity while his stay in the hostel. I have read and understood the rules and regulation which has been provided to me.

(Signature of Parents/Local Guardian)

(Signature of Student)

(Signature of Hostel In-charge)

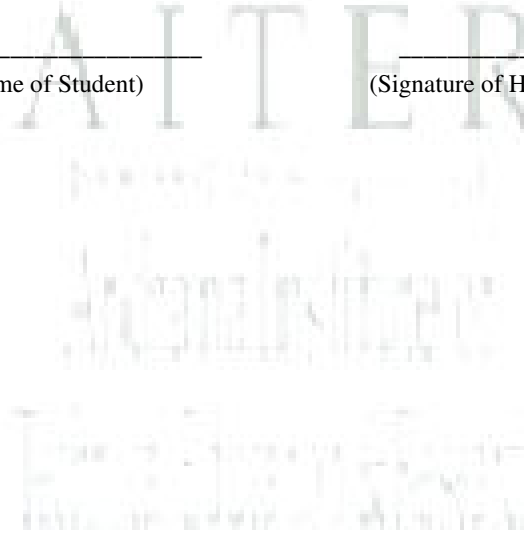
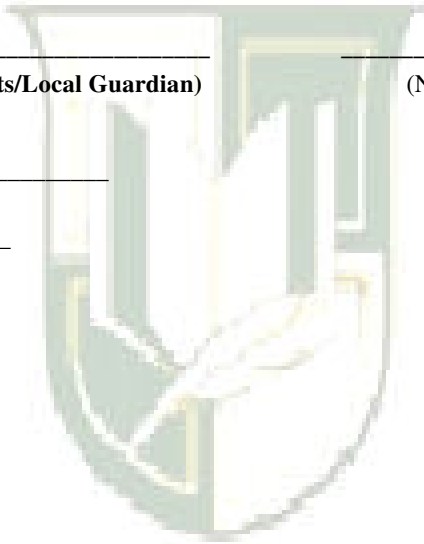
(Name of Parents/Local Guardian)

(Name of Student)

(Signature of Hostel In-charge)

Date : _____

Place: _____





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Instituto Argentino de Traducción

Asociación Argentina de Traductores

Entre las Esquinas de Corrientes
y Tucumán, Ciudad de Buenos Aires