

**Dr. M. K. Shah Medical College & Research
Center, Ahmedabad-382424**

Hostel Admission Form

Unique ID No.

Candidate's full name.....

Surname

First name

Middle name

Age/ Sex

Father's name.....

Date of admission in the college

PG Duration :- 1st year_____2nd year_____3rd year_____

Permanent Address:.....

.....

.....

Contact no. with STD. code

Mobile No.(Compulsory)

Mobile No. of Parents (Compulsory).....

Email-id

Blood Group

Past illness if any

History of any allergies

Whom to contact in emergency & Contact No.....

Name and address of local Guardian (Contact No. Compulsory)

.....

.....

Date:-

.....
Signature of student

For office use only

Paid Rs.....Vide Receipt No.....Date.....

Room no. allotted In Boys Hostel/Girls Hostel.....

Date:-

.....
Warden

Annexure I (Hostel Rules and Undertaking)

1. Students who desire to reside in the hostel should apply in the prescribed form along with the assurance by the parents or guardian for the good conduct and behavior of the student during his/her stay in the hostel. Warden may direct any student to vacate the hostel at any time without assigning any reason for the same.
2. Allotment of room will be done by Warden on receipt of application from student; no choice will be given to select room number. Student can have choice to select room partner only if all the formalities of hostel admission are completed by both students.
3. Prescribed Hostel fee shall be collected once in a year. The defaulters can pay the fee along with a fine of Rs. 100/- per day till 15 days from the last date prescribed for the same. In case the hostel fee and other charges along with fine are not paid by the due date, overstay shall be treated as unauthorized occupation of the room and the action in accordance with rules shall be taken.
4. Mess is Compulsory with the hostel and mess charges are fixed by the Mess Committee and payable Strictly with hostel fees in advance once in a year.
5. No resident shall remain absent from the hostel during night after 9.30 pm without prior written permission of the Warden.
6. Application for leave for absence from the hostel shall be made in advance to the Warden. Residents will make sure that their leave applications are sanctioned before they leave the hostel.
7. The Warden has the right to refuse admission to the hostel premises to any one considered undesirable. Guests shall not be allowed to stay in the hostel.
8. Cooking of any kind shall not be permissible in the hostel. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any resident.
9. Possession / Distribution/ Consumption of Drugs and Alcohol (Tobacco Smoking Gutka is Strictly Prohibited and the Hostel. If found guilty than disciplinary action will be taken as per the policy of institute which may leads to penalty or eviction from the hostel or both. A formal police complaint will be given against the guilty.
10. A hosteler, himself/herself is sole responsible for his/her valuable articles/personal belongings.
11. No delivery person is allowed to enter in hostel premises between 12:00 midnight to 7:00 AM
12. All hostelers should sign their attendance daily between 09.00 P.M. to 09.30 P.M. on the attendance register available with the Chowkidar/Caretaker on duty. They should also mention the time.
13. All hostelers except those who are on hospital duties should be present in the hostel after 09.30 P.M.
14. Interference with the electric installations of the hostel by resident is not permitted. Residents must ensure that the lights, fans & AC are switched off when the rooms are unoccupied. High Electricity consuming appliances are Prohibited. Failure to comply with rules will make them liable to pay fine of any amount fixed by the Warden/Dean.
15. Pasting of stickers/posters/papers/photos on walls of hostel room/lobby/anywhere in premises is prohibited. Damaging the color/paint of walls/doors/furniture/fixtures by any means is liable to pay fine of any amount fixed by Warden/Dean.
16. Residents are liable to punishment by the warden if found responsible for allowing the water running waste or keeping room/lobby/bathroom light on after use.
17. Only authorized dhobis, barbers, and tailors (as authorized by the Warden) will work in the hostel premises.

18. The Warden may not permit the girl residents to be absent from the hostel after roll call or to stay out unless prior written permission of their parents/guardians has been obtained and shown to the Warden
19. The Warden may at his discretion, refuse permission to visit a girl resident unless the written permission of her parent/guardian has been obtained. Male relatives will not be allowed to enter the girls hostel beyond visitor's lounge/room.
20. All visitors shall have to sign. their names showing relationship with the resident concerned in the register available with the chowkidar on duty.
21. No meeting or gathering of the residents for political purposes shall be allowed to be held inside the hostel. Only the person, who has been duly allotted accommodation in the hostel, shall have right to use particular room allotted to him.
22. An allottee of a room shall not sublet his/her room even for a short period to another student or any one either on paid or unpaid basis.
23. Every allottee is required to carry with him/her college identity card issued by the Dean and produce the same to the authorities as and when demanded.
24. An allottee of a room should not exchange his/her room with another resident under any circumstances except with the prior written permission of the Warden.
25. I am aware that Accommodation Charges (Hostel Fees + Mess Charges) once paid shall be non refundable. Further Accommodation charges will never be calculated on day basis, it will always be for complete 1 month.
26. I agree to pay Accommodation charges (Hostel Fees + Mess Charges) as per the tuition fees payment time schedule.
27. The resident shall have to vacate the room within 7 days of the expiry of his/her lien or earlier in the event of early termination of his/her employment/admission. In case he/she does not vacate the accommodation, notice of 7 days shall be served and on the expiry of notice period the room shall be broke opened in the presence of two Professors of the Medical College. An inventory of the articles of the allottee shall be prepared and Warden will take over the charge of such articles of room. A penalty of Rs. 2000/- per month along with room rent will be taken from defaulter.
28. Only in case of Sickness with Prior Permission of Warden Mess food can be allowed in the room of Student. No one is allowed to dine in the room.
29. Student Should Submitted one key of their room to the Warden. When they leave for home and keep their valuable teaching Aids with them.
30. Pets are Prohibited in the hostel room.
31. Student Who wants to leave the hostel should give a prior application of one month along with the assurance by the parents or Guardians.
32. Failure to comply with the Hostel rules may result in fine up to Rs. 2000/- or expulsion from the Hostel/College or both depending upon the gravity of the violation.
33. If any question arises as to interpretation of these rules, the warden may make a reference to the Dean and decision of the Dean shall be final & binding.

Undertaking:

I hereby declare that the information given by me in Application Form for Hostel Accommodation is true to the best of my knowledge. I have read all the rules given in Annexure I and have understood their implications.

I hereby undertake to abide by the above rules and if the College authorities take any suitable disciplinary action against me for violating of these rules. I will not have any complaint.

Place.....

Signature of candidate.....

Date.....

Name of Candidate.....

Signature of Parents/Guardian.....

Name of Parents/Guardian