



Saroj Mohan Institute of Technology

(Degree Engineering Division)
A joint Venture with

Techno India Group

Bandhagachi, Guptipara, Hooghly, West Bengal, PIN: 712512
Office: (03213) 224041 / 224137 / 224213
E Mail: info.degree@smitgp.edu.in Visit : www.smitgp.edu.in



Male / Female

APPLICATION FOR HOSTEL ACCOMMODATION

Academic Session: _____

Affix your
Self-attested
recent
Photograph
here

1. Programme: **BTech** 2. Branch _____ Study Year: _____
3. Student Name : _____ Mob: _____
4. Father's Name: _____ Mob _____
5. Date of Birth: _____ 6. Category: _____
7. Permanent Address: _____
_____ Mob: _____
8. Correspondence Address : _____
_____ Mob: _____
9. Local Guardian Name (if any): _____
10. Local Guardian's Address : _____
_____ Mob: _____
11. E-mail: _____

Rules & Regulation

1. Allotment / Leave / Shifting - Procedure

Hostel accommodation is allotted purely at the discretion of the Principal and on condition that the student agrees to abide by all the rules and regulations of the hostel.

- a) Prescribed Application has to be submitted at the time of admission in college / beginning of the session along with the requisite fee, subject to the availability of the accommodation.
- b) Students are not allowed to change rooms except with the written permission of the Principal.
- c) Once a student allocates the hostel, he / she may not leave hostel accommodation for a minimum period of 1 year or there multiple of.
- d) The Hostel Caution Money may be refunded after completion of the course of studies. The caution money cannot be adjusted with any other fees.
- e) The Hostel fee may be revised yearly during the month of **July** and that will be applicable for all the hostelers.

- f) Hosteler, who wish to vacate the hostel must apply by mentioning the leaving date to the Admin office of the College in the month of **May / June only** for necessary formalities / advice. Permission of the students Parents along with certain documentation is mandatory.
- g) Hosteler must vacate the room after completion of examination during May-June for maintenance purpose. The room may be re-allotted in the new session.

2. General Rules

- h) When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden / Admin office of the college to facilitate allotment of the vacant seat to another student.
- i) No student should stay away from his/her room during the night except with prior written permission of the warden.
- j) Cooking in hostel room is strictly not permitted.
- k) Breakfast, Lunch and Dinner will be served in Dining Hall Only. Take away food is not permissible.
- l) All instructions / notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Hostelers are advised to look at the notice board every day to acquaint themselves with latest information/orders.
- m) Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels Campus.
- n) Neither is partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion.
- o) The Principal / Warden or his representative may enter any room for verification at any time of the day or night.
- p) No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV in the Dining Hall provided in the hostels till 11:00 pm.
- q) Any damage to hostel property will be penalized. If the hosteler(s) are not identified for such damage, total damage recovery charges will be spread to all the existing hostelers / room partners.
- r) The fine will also be levied in addition to disciplinary action.
- s) The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelers informed of any changes in the form of notices on the hostel notice boards. Ignorance of the rules will not be accepted as an excuse.
- t) Ragging is strictly prohibited in the college premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent.
- u) Hon'ble SUPREME COURT OF INDIA IN ITS JUDGMENT (SLP(c) No. 24295/2004 has stated that if any incident of ragging comes to the notice of the college authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority will expel him from the institution.

Undertaking

I have read the rules and regulations and undertake to abide by them. In case of breach of hostel discipline on my part, I shall forfeit my right to live in the hostel and I shall accept any disciplinary action imposed by the college authorities. I, also undertake that I shall not indulge in any activity amounting to ragging.

Signature of Father/Husband/Guardian

Signature of the Applicant

Place :

Date :