



Affix a
Passport Size
Photograph

HOSTEL ALLOTMENT FORM 2016-17

DEPARTMENT: _____

Date: _____

PERSONAL DETAILS

1. Name of the Student : _____
2. Roll No./ Appn No./ JEE No : _____
3. Name of the Degree : _____
4. Name of the Deptt. of studies : _____
5. Year of Study (class/ division) : _____
6. Blood Group : _____ Rh _____
7. Email ID : _____
8. Mobile No. : _____

PARENTS' DETAILS

1. Father's Name : _____
2. Mother's Name : _____
3. Permanent Address : _____

_____ PIN _____
Tel. No.: _____
4. Address for Correspondence : _____

_____ PIN _____
Tel. No.: _____
Mobile No.: _____
Email ID: _____



5. Father's Occupation : _____
6. Father's Office Address : _____

_____ PIN _____
Tel. No.: _____
Mobile No.: _____
Email ID: _____
7. Mother's Occupation : _____
8. Mother's Office Address : _____

_____ PIN _____
Tel. No.: _____
Mobile No.: _____
Email ID: _____
-

LOCAL GAURDIAN'S (LG) DETAILS

1. Name of LG in Delhi : _____
2. Relation of LG with student : _____
3. Residence Address of LG : _____

_____ PIN _____
Tel. No.: _____
Mobile No.: _____
Email ID: _____
4. Occupation of LG : _____



5. Office Address : _____

_____ PIN _____
Tel. No.: _____

I, _____ (Name of the Father/ Parent), hereby declare that _____ (Name of the nominated Local Guardian) is my _____ (Relation of Father/ Parent with Local Guardian) and I nominate him/ her as a Local Guardian of my ward _____ (Name of the student).

I, _____ (Name of the Local Guardian), have been nominated as a Local Guardian for _____ (Name of the student) during his/ her stay in the Hostel by his/ her father/ parent _____ (Name of the Father/ Parent). I am willing to act for the same.

The copy(ies) of _____ (Name of the document/ documents of Local Guardian), is / are enclosed herewith as a proof of Identity and address.

Certified that:

- i. We shall undertake to pay all dues in respect of my ward.
- ii. We take full responsibility of our Ward and assure that he/ she would maintain desired discipline and abide by all Rules & Regulations of Hostel/Mess of the School.
- iii. We assure that in case of mis-conduct, we shall arrange/ make alternate arrangement for stay of our Ward within 48 hours of the receipt of information from School.
- iv. We assure that in the event of any change of address/ phone number(s), we shall inform the School immediately.

Signature of Parent/Guardian

Date: _____

Place: _____

Signature of Local Guardian

Date: _____

Place: _____



ANTI-RAGGING UNDERTAKING

I _____ son / daughter of _____
hereby give an undertaking that I shall not indulge directly or indirectly in any form of RAGGING within or outside the premises of the Hostel Complex / School. And incase I am found guilty in any case of RAGGING by the authorities of the Hostel / School, I shall be liable to be punished as determined by the authorities of the Hostel / School, which may include the following.

- (i) Expulsion from the School;
- (ii) Suspension from the School or Classes for a limited period or fine with public apology;
- (iii) Withholding scholarship or other benefits;
- (iv) Debarring from representation in events;
- (v) Withholding results;
- (vi) Expulsion or suspension from the Hostel or Mess; etc.

Signature of the Student: _____

Name of the Student: _____
(in BLOCK Letters)

Roll No.: _____

Department: _____

Countersigned by the Parents/ Guardian

Parents/ Guardian Signature: _____

Name: _____
(in BLOCK Letters)

Address: _____

Mobile No.: _____



PAYMENT DETAILS

Details of Payments	Amount	Receipt No.	Date	Verified (For Office Use)
Hostel Fee				
Mess Deposit (Only for New Hostel Admission)				
Mess Estt. Charges				
Mess Advance				
Other Dues				

DOCUMENTS - ATTACHED & FILLED

Sr.	Name of the Documents	Yes	No	Remarks (For Office Use)
1.	Form for Allotment			
2.	Letter From Father/Parents for Nomination of Local Guardian			
3.	Documentary Evidence of the Residence of Father/Parents			
4.	Documentary Evidence of the Place of Employment of Father/Parents			
5.	Documentary Evidence of the Residence of the Local Guardian			
6.	Signed copy of Hostel and Mess Rules and Regulations.			
7.	Undertaking for non-involvement in RAGGING			



HOSTEL AND MESS RULES (HOSTEL OFFICE COPY)

I, _____ (Name of the Student) have carefully gone through the Hostel and Mess Rules, provided to me along with this Form and solemnly undertake to abide by and observe the same fully. I understand that my failure to comply with the rules and regulations of the Hostel will render me liable to disciplinary action including expulsion from the Hostel.

I am seeking admission to the Hostel in full knowledge of the Hostel/Mess rules as under:

Hostel Rules:

1. Resident students are strictly forbidden to visit the hostel rooms of members of opposite sex.
2. Use of narcotics consumption of alcoholic beverages and gambling at the hostel premises are strictly prohibited.
3. Playing of audio equipment in the rooms as well as in the student's common rooms shall be kept at a low pitch so that it does not disturb other residents.
4. A guest/ visitor of the same sex may stay overnight in the Hostel room provided the roommate gives his/ her consent. Such guest may stay for two days while the concerned resident shall inform the hostel Warden within 12 hours ahead of the guests' arrival. The resident shall obtain permission of the Hostel Warden for extending the stay of the guest over more than two days. The period of stay of the guest can be extended at the maximum to 4 days. Resident student shall be charged for accommodating such guest/ visitor @Rs.25/- (Rupees Twenty Five only) per day and no guest/ visitor shall be allowed to stay for more than 5 days in a month.
5. For both Boy's and Girl's Hostels no late night entry will be permitted beyond 10.00 P.M. and only one night out per week be allowed for visiting friends and relatives on the specific prior permission of the Hostel Authorities/ Dy. Warden/ Honorary Warden of the Hostel.
6. The visitor of the same sex will be required to enter his/ her name; address and the time of entry in the register kept at the Reception of the Hostels and also identify himself/ herself through I-Card etc. whenever asked by the Security Guard/ Chowkidar/ Caretaker/ Dy. Warden/ Honorary Warden of the Hostel.
7. The Hostellers are forbidden to play any game in lawns/ open spaces outside the Hostel building that may cause damage to the property of the School and disturb or cause discomfort and inconvenience to other residents.
8. Hostel Office at I.P. Estate (ITO) and Estate Office at Maharani Bagh may provide bulbs and tubes in a limited numbers to individual rooms if available in the School Store.
9. The residents shall not spoil, deface the walls, furniture and cupboards etc. They shall also not alter or temper with electric wiring and fittings. In case some damages are done he/ she shall be liable for three times recovery of the value assigned by the Hostel Authorities.



10. Hostel resident shall stay in the room allotted to him/ her and would not be permitted to shift room in case such incidents is brought to the notice his/ her room allotment will be cancelled.
11. Hostel resident shall shift to another room of vacate the Hostel if required/ directed by the Honorary Hostel Warden for decision taken in the interest of the School.
12. Resident students shall observe decency and decorum in the Hostel and generate a healthy and wholesome environment. Any act of intimidation, violence or willful damage shall be liable for disciplinary action by Hostel Authorities.
13. Resident who expect to be away from the Hostel for a short period exceeding one day shall inform the Warden Deputy Warden of his/ her absence, indicating their contact address and the probable time of their return.
14. Resident student shall vacate rooms immediately on the completion of the academic term and hand over the charge of the room including all the items of furniture/ fixtures supplied to them on admission to the Hostel, to the Hostel Caretaker or any other official of the hostel authorized by the Honorary Hostel Warden.
15. Inmates are required to keep their personal belongings in their safe custody. Any theft or loss of such personal items would be the sole responsibility of the hostel inmate.
16. As per notification of the Govt. of India regarding damage to property and equipment in the institution as a result of any demonstrations/ strikes charges would have to be recovered directly form those students involved in such incidents.

Mess Rules:

- 1. Mess is compulsory for all the hostellers.**
2. All the Hostellers will be issued Mess Coupons with respective date, meal type and meal preference, which will have to be handed over to the authorized person of the Mess against which the meal will be served.
3. If any hosteller does not want to dine in the Mess, he / she has to seek special permission from the Honorary Hostel Warden. The permission will be given on the basis of written application with valid reason and returning the coupons for the period, before commencement of the period.
4. For those permitted, Rs.500/- (Rupees Five hundred only) as Non-dining Charges (NDC) per month will be charged. No Meal shall be served to the Hostellers who have opted for Mess Off / NDC.
5. No student is allowed to take Mess utensils outside the Hostel Dining Room if any body is found taking utensils outside the Mess, he/ she shall be fined Rs.100/- (Rupees Hundred only).
6. Food will be served by Hostel Mess Employees in the room, on demand (minimum 3 hours notice is required) only to the sick students.
7. Guests of students, staff and members of faculty will only be provided service against coupons purchased in advance in the dining hall only of the respective Mess.



8. Rebate for pre-paid Mess Coupons may be allowed provided three day's notice and return of Mess Coupons in advance, given under the following conditions:
- Outstation tours (Educational/ Study Tours/ Training/ Academic related activities) with applications approved through HOD.
 - Minimum 2 days upto a maximum 8 days per month of authorized absence from Hostel for which period approval of Honorary Hostel Warden is required.

Signature of the Student

Date: _____

Place: _____



1. Name of the Student : _____
2. Roll No. : _____
3. Name of the Deptt. of studies : _____
4. Year of Study (class/ division) : _____
5. Email ID : _____
6. Mobile No. : _____

HOSTEL ALLOTMENT DETAILS

For Office use only & To Be Filled by Hostel Office Staff

- Hostel Allotted:**
- ITO Girls Hostel
 - Maharani Bagh (MB) Girls' Hostel
 - Maharani Bagh (MB) Boys' Hostel

Room Allotted:

MESS DETAILS

- Meal Preference:**
- Non-vegetarian
 - Vegetarian

- Lunch off:**
(Excluding Holidays)
- Yes
 - No

Coupon No:

Signature of the Hostel Authority



HOSTEL AND MESS RULES (STUDENT COPY to be retained by the student)

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School of Planning and Architecture, New Delhi
Maharani Bagh Hostel / ITO Hostel

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Signature of the Student

Signature of the Hostel Authority

Date: _____

Place: _____