

HOSTEL REQUISITION FORM

To be filled by the Candidate in CAPITAL Letters

| | |
|--------------------------------------|--|
| NAME OF THE CANDIDATE: _____ | AFFIX A RECENT PASSPORT SIZE COLORED PHOTOGRAPH |
| FATHER'S NAME: _____ | |
| COURSE APPLIED FOR: _____ | |
| COURSE DURATION: _____ | |
| CONTACT NUMBER: _____ | |
| PARENT'S CONTACT NUMBER: _____ | LEFT HAND THUMB IMPRESSION |
| E-MAIL ID: _____ | |
| ID NUMBER (FOR ADDRESS PROOF): _____ | |

* Self-Attested xerox copy of ID Proof like Aadhaar, Driving License, etc. (having permanent address) has to be attached with this form.

PERMANENT ADDRESS: _____

PIN CODE: _____ DISTRICT: _____ STATE: _____

Declaration:

- All the information provided by me in this application form, is true. I am aware of all the Rules and Regulations of the Hostel and will abide by all these rules that govern my stay in the Hostel, maintaining the discipline in the Campus. I will pay the Hostel and Mess fees in time.
- In case of my involvement in any misconduct, I shall be liable to face the action taken by the Competent Authority.
- I shall vacate the room within 5 days of completion of my course and shall produce Caution money fee receipt while applying for refund.

NOTE: - Joining the Hostel Mess is compulsory for all the residents. Cooking is not allowed in the Hostel Rooms / Campus. The room of the Hosteller, who is Absent from the Hostel for more than 15 days, without informing the Hostel Administration, will be seized. The Hostel Administration reserves the right to break-open the lock of the rooms as and when required.

DATE: _____

CANDIDATE'S SIGNATURE

TO BE FORWARDED BY COURSE COORDINATOR

RECOMMENDED / NOT RECOMMENDED _____

THE HOSTEL ROOM HAS TO BE ALLOTTED UPTO (MM/YY) _____

DATE: _____

COURSE COORDINATOR'S SIGNATURE

TO BE FILLED BY HOSTEL ADMINISTRATION

RECOMMENDED / NOT RECOMMENDED _____

| S. No: | Fees Type | Rate | Total |
|--|-----------------------------------|-------------------|------------|
| 1 | HOSTEL FEES | _____ X Rs. _____ | Rs. |
| 2 | HOSTEL CAUTION MONEY (Refundable) | _____ X Rs. _____ | Rs. |
| TOTAL AMOUNT TO BE COLLECTED BY ACCOUNTS SECTION | | | Rs. |

(Original Caution Money Fee Receipt to be produced while applying for Caution Money Refund)

DATE: _____

HOSTEL WARDEN

TO BE FILLED BY ACCOUNTS SECTION

TOTAL AMOUNT COLLECTED (in Rs.): _____ PAYMENT MODE: _____

DATE: _____

SIGNATURE

TO BE FILLED BY HOSTEL ADMINISTRATION

| | | | | | | | | | | | | | | | |
|------------------|---|---|---|------------------------|---|---|---|---|---|---|---|---|---|---|---|
| ROOM NO. ALOTTED | N | N | N | HOSTEL ID Number (HID) | Y | Y | M | M | X | X | X | N | N | N | Z |
|------------------|---|---|---|------------------------|---|---|---|---|---|---|---|---|---|---|---|