VJIM/Admn/Hostel/2016-17

, 2016

**HOSTEL ACCOMODATION**

Dear Student,

This is to inform you that your request for admission in to the hostel has been considered favorably by the Hostel Management Committee and you have been allotted a room in our institute’s hostel at Lahari Green Park, Bachupally, Hyderabad 500 090.

In this context, we attach a set of the following:

1. Hostel admission application 2) hostel rules and 3) declaration on anti ragging. These are to be signed by you and counter singed by your parent /guardian and submitted to the institute fully complete in all respects.
2. You are required to remit an amount of **Rs 80,000**/- including caution deposit (for juniors) and for senior students **Rs 75,000/-** drawn in favour of **VIGNANA JYOTHI INSTITUTE OF MANAGEMENT payable at Hyderabad**

Admission to hostel shall be strictly allowed to students who submit the aforesaid items on or before June 01, 2016. Rooms will be ready for occupation from June 6th, 2016.

Thanking you,

V.RaviChand

Hostel Manager

Ph No 9701988829

 Date ........................

From :

Mr. / Ms.

**..................................................**

**..................................................**

**..................................................**

**..................................................**

**..................................................**

To

The Director

Vignana Jyothi Institute of Management

Bachupally, Hyderabad – 500 090

Sub: **ANTI RAGGING DECLARATION**

We /I am aware that ragging in any form is strictly prohibited and that as per provisions of the Andhra Pradesh Prohibition of Ragging Act No. 26 of 1997, whoever causes, commits or abets ragging shall be punished with long imprisonment and fine according to seriousness of the crime.

We /I am aware that the offender will be expelled from the institution and will not be eligible for admission in any other institution for specific period.

We / I declare that I shall not in my tenure in the institute indulge in any form of ragging / give support to ragging and that the authorities have full right under the provisions to punish suitably if found otherwise.

**.................................................. ....................... ..................................................**

**(Name and Signature of Parent / Guardian) (Name, Signature of Student)**

**Date : ..................................................**

**VIGNANA JYOTHI INSTITUTE OF MANAGEMENT**

**Bachupally, (Via) Kukatpally, Hyderabad – 500 072**

**APPLICATION FOR ADMISSION IN HOSTEL**

1. Full name of the Applicant : ......................................................

(in block letters)

1. Date of application : ..................................................................
2. Sex :
3. Date of Birth :
4. Name of the Parent / Guardian : ......................................................

(if parent is not alive) with address .................................................

Mobile Numbers:……………………………………………………

1. Names and addresses to two references :
2. ...............................................................

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1. ................................................................

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1. Name of local guardian, address and telephone no.
2. If the student has /had any chronic disability / medical history

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**P.T.O.**

**DECLARATION BY THE STUDENT**

I shall abide by the Rules and Regulations which are in force and which may be amended from time to time by the Institute.

Place .............................. .................................................

 (Signature of the Student)

 (Name in Block Letters)

**DECLARATION BY THE PARENT / GUARDIAN**

 I undertake that my ward will abide by the Rules and Regulations of the Hostel. I also undertake the responsibility for prompt payment of hostel charges by my ward. I further undertake to see that my ward conducts himself in a disciplined manner in the Hostel and if he violates the discipline rules of the Hostel, I have no objection for the Institute to take any punitive action against his as may be considered necessary.

Place .............................. .........................................................

 (Signature of the Parent / Guardian)

 (Name in Block Letters)

**FOR OFFICE USE ONLY**

The applicant .....................................................................................................................................

S/o of D/o ..........................................................................................................................................

has been admitted in the Boys /Girls Hostel on ................................................

.................................................

 **Authorized signatory**

**VIGNANA JYOTHI INSTITUTE OF MANAGEMENT - HOSTEL RULES**

LAHARI GREEN PARK, BOWRAMPET, RANGA REDDY DISTRICT, HYDERABAD

1. Application for admission to the hostel must be made in the prescribed from before the commencement of the academic session. A passport size photo shall be affixed to the application for identification purpose.
2. Preference would be given to out-station students for allotment of hostel accommodation.
3. The student shall give two references together with their addresses; one of them should be a local guardian.
4. Student, who seeks admission in the Hostel, shall abide by the rules and regulations of the hostel, as laid down by the Management from time to time. He shall give an undertaking in writing, endorsed by the parent/guardian that he/she will abide by the Rules and Regulations setforth from time to time.
5. Admission to hostel rooms will be made generally before the commencement of a fresh academic session.
6. No student shall be absent from the hostel without the prior permission of the Warden.
7. Students are expected to keep their rooms clean and tidy at all times. Only common areas will be maintained by the House Keeping Staff.
8. Writing and sticking posters, mirrors, photos on the walls of the hostel building and rooms is strictly prohibited. The hostel property must be guarded by the students as their own property.
9. Playing of loud music and other forms of disturbance to other inmates is not permitted.
10. Safe custody of money and valuables is the sole responsibility of the students and administration shall not be responsible for any theft or loss whatsoever in the hostel.
11. Ragging in any form is strictly prohibited. As per the provisions of the A.P. Prohibition of Ragging Act No. 26 of 1997, whoever causes, commits or abets ragging shall be punished with imprisonment and fine according to the seriousness of the crime.
12. The Institute reserves the right to take disciplinary action including cancellation of allotment of hostel accommodation for any violation of hostel rules and regulations.
13. Students shall not resort to strikes and demonstrations within the precincts of the hostel. Participation in any such activity will result in cancellation of their admission in the hostel.
14. Every student will be supplied with one cot and mattress, a pillow, a study table and a chair by the Institute. Arrangement for the bed linen, table cloth etc. has to be made by the student.
15. After serving a notice of 15 days student may be asked to vacate the room in the event of nonpayment of Hostel dues or canteen dues.
16. A student spreading vulgar literature/picture/books/videos/clipping of any of the like or objects would be asked to vacate without notice.
17. Students creating panic or terror among the other students through any means, misrepresentations /language/ demonstration/ devices would be sent out of the hostel/college without notice.
18. Students conduct leading to unhealthy behavior even outside the hostel /college with valid evidences would be asked to leave the hostel without notice.
19. At the end of every term the behavior and conduct of the student will be evaluated for allowing him to continue in the hostel.
20. Application has to be submitted by the student after each term for readmission.
21. Students shall be responsible for all articles of furniture and electrical and other fixtures provided in their rooms. They shall not disfigure, paint walls, doors, windows or damage them.
22. All rooms are provided with mosquito screens, ceiling fans, internet connections and fixtures for lights etc. Use of any other electrical appliances is not permitted and student will be asked to vacate the hostel if found using such appliances..
23. Students are advised to lock their rooms whenever they go out to ensure safety of the belongings. They should not change the locks provided by the Institute.
24. Smoking is strictly prohibited in and around all Institute buildings, including hostels and mess. Use of alcoholic drinks or narcotic materials and gambling are strictly prohibited in hostel premises or campus.
25. Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for the neighboring students.
26. Students are advised not to go outside the campus between 6.00 p.m. and 7.00 a.m. for safety reasons.
27. It is mandatory for students to seek permission of the Warden, whenever they intend to go out of the station. They shall report to the Warden immediately on return.
28. All students likely to be away from the hostel overnight have to fill an Out Station form giving details as to: (a) Name (b) Room Number (c) Destination (d) Date & time of departure (e) Date & time of return, along with parent’s /guardian’s recommendation.. The filled Outstation Form has to be handed over to the Warden well in advance of the trip. The Warden can grant or refuse permission for the outstation trip. If permission is granted, a copy of the Out Station Form will be sent to the parent / guardian
29. Students shall not invite any unauthorized person to their hostel. They shall deal with only authorized vendors, washer men, cobblers, etc., during the prescribed hours and pay them at prescribed rates. They shall not entrust personal work like washing, purchases, cooking etc to the hose keeping staff/security guards/Canteen employees.
30. Students shall inform the Warden whenever they suffer from any illness or injury. They shall take treatment which would be arranged by him/authorized Hostel Doctor.
31. Students shall not organize in the hostel any party, assembly or activity without the permission of the Warden.
32. Students shall not form any Hostel Society or issue any publication without the permission of the Warden.
33. Students shall not invite any speaker to address meeting in the hostel without the permission of the Warden.
34. Students shall not remove newspapers, journals, furniture, radio, TV or games – materials from the common rooms or mishandle or damage them.
35. Students shall undergo medical examination as and when required by the medical officer.
36. Students shall cooperate with warden and fellow students and obey warden’s instruction on all matters concerning Hostel/Mess.
37. Students Who has 2Wheelers/4 Wheeler should park the vehicle in the allocated parking area only. Wearing helmet during vehicle driving is compulsory and the institute doesn’t hold any responsibility for any contingencies
38. The students should submit present residence proof.(Aadhar Card/ Voter Card / Driving Licence)
39. **Any matter not covered by the above rules will be dealt with by the Management of VJIM**.
40. **Bus Timings**

**From Hostel**

* 1. a.m

8.35 a.m

8.45 a.m

10.00 a.m

02.10 p.m

**From College**

2.00 p.m

5.10 p.m

5.30 p.m

6.00 p.m

7.00 p.m

**Special Rules for Girls’ Hostels :**

1. All residents shall return to their hostel by 6.00 p.m. Prior permission of the warden has to be obtained for late returns.
2. Girls leaving for outstation trips have to make an entry in the outstation register and follow procedure as per rule nos. 27 and 28.
3. Girls are advised not to go outside the campus between 7.00 p.m. and 6.00 a.m. for safety reasons.
4. No girl student shall enter Boys’ hostel except for cultural or similar functions organized by the hostel. The girls will take prior permission of their warden to go for such functions.
5. It shall be the bounden duty of every resident to abide by the hostel rules. The warden of the hostel may appoint a committee of residents to assist her in maintenance of discipline in the hostel.

**Mess Rules** :

1. The Messes/Canteen/Cafeteria (are outsourced to an external catering agency) :
2. Students who reside in hostels shall take their meals in the hotel mess/dining halls.
3. Students shall be served meals only during the prescribed timings.
4. They shall not transfer utensils or cooked items from one canteen to another or take food to any external person/s.
5. All students shall be provided a common menu. No request for special or alternative diets shall be entertained.
6. Sick students may be allowed to eat meals in their rooms with the permission of the warden.
7. Sick students may obtain a special diet on the recommendation of Medical Officer and warden, and the permission of the Mess Secretary.
8. Students shall not interfere with cooking or services and shall not handle mess equipment.
9. Students shall cooperate with the mess employees and treat them in a polite and courteous manner.
10. Students shall pay their mess fees for the full academic year at the commencement of the year to the canteen against proper receipt and the Warden is informed of such payments.

**HOSTEL CANTEEN/CAFETARIA**

1. Hostels will have separate dining rooms. The time schedule is as given below :
* Break fast 7.30 a.m. to 8.40 a.m.
* Lunch 1 p.m. to 2 p.m
* Dinner 8.00 p.m. to 9.00 p.m.
1. The Hostel Cafeteria/Canteen shall supply items like snack/drinks etc on cash payment basis.

**HOSTEL CHARGES** (liable to change from time to time)

1. Hostel Rent : Rs. 30,000/- per annum
2. Maintenance charges : Rs. 10,000/- per annum.
3. Cafeteria/Canteen charges ; Rs. 35,000/-
4. Caution Depot (refundable at the time of leaving the Institute : Rs. 5,000/-
5. The Caution Deposit shall be refunded by the institute on production on No dues Certificate issued by the Warden.

**ENTERTAINING OF GUESTS**

1. Students are permitted to meet the visitors only in the Lounge after obtaining permission from the Warden..
2. Visiting hours at the hostel are
* Week days 5.30 p.m. to 6.30 p.m.
* Weekends and Public Holidays 9 a.m. to 8 p.m.

............................................................ .............................................

 (Signature of the Parent / Guardian) (Signature of the Student)

Date : ................................

**CERTIFICATE OF MEDICAL FITNESS**

Name : ..............................................................................................................................................

ADDRESS : .....................................................................................................................................

 ...........................................................................................................................................................

CITY / STATE..................................................................................................................................

Has the applicant suffered from Appendicitis / Trachoma / Tuberculosis / Epilepsy / Venereal Diseases ?

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Allergic to any Medicine / Product ...................................................................................................

Undergone any major operation ........................................................................................................

Blood Group ................................................... RH Factor ................................................................

Height ................................... CMS, Weight ......................... Kgs, Chest ...........................Cms.

Identification Mark : ........................................................................................................................

I Dr. ...........................................................................................................................Regd. No. .......................................................................... certify that the above candidate is not suffering from any of the diseases mentioned below, nor from any other disease, which may be contagious, infectious or harmful to others. He/she is in good mental and physical health and is free from any physical defects, which may interfere with his/her studies including the active outdoor duties required of a professional.

Date :

Place :

**...........................................................................**

**Signature of Medical Practitioner (With Stamp)**



**Hyderabad**

 **VIGNANA JYOTHI INSTITUTE OF MANAGEMENT**

**UNDERTAKING FOR TWO WHEELER / FOUR WHEELER**

1. Name of the Student:………………………………………………………………

2. Roll No:…………………………………………………………………………….

3. a) I stay in Hostel Rented Accommodation

 Home Relatives Place

 b) I possess and drive with a valid license: Two wheeler Car

 c) I have a valid Driving Licence: Two Wheeler Car

 (Attach copy of licence)

4. a) Permanent Address b) Address of Residence

…………………………………………… ………………………………………………….…..

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…………………………………………… ………………………………………………….….

5. Mobile No:………………………………..………**/**……………………………………………….….

6. E - Mail Id:…………………………………………………………………………………………….

7. Name of the Parent/Guardian:………………………………………… Mobile…………..................

8. I will abide by the Following rules when using my two wheeler/Four wheeler

1. I will always use a helmet when driving.
2. I will not drink and drive and will follow the traffic rules.
3. I will not triple drive on my two wheeler.
4. I will not take any pillion rider on my two wheeler without a helmet.
5. I will not lend my vehicle to any other student on campus

 …..…..…………………………….

 *Signature of the student*