

**ADMISSION APPLICATION FORM  
GIRLS HOSTEL  
M.V.G.R. COLLEGE OF ENGINEERING (A) – VIZIANAGARAM**

**Admission No:**

Recent  
Photograph

Name of the Candidate: \_\_\_\_\_  
(IN CAPTIALS) \_\_\_\_\_

**Course:** B.TECH / M.B.A / M.TECH.      **BRANCH /Specialization:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Whether Eligible for Social Welfare Scholarship:**    Yes / No

**Eligibility category:** BC / SC / ST/ Minorities /EBC

**Permanent Address:**

**Address for Communication:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact No:**    **1. Land Line:** \_\_\_\_\_      **Visitor's Name:** \_\_\_\_\_  
**(In Emergency)**

**2 Mobile:** \_\_\_\_\_      **Relationship:** \_\_\_\_\_

**Terms and Conditions:**

1. Taking admission in hostel is not mandatory.
2. A student on roles for the current Semester/ Academic year shall only be eligible.
3. Candidates seeking admission shall pay the annual charges as decided from time to time in not more than two installments with in the first two weeks of the period in question.
4. Candidates detained on account of attendance/credits for a year shall not be eligible for admission.
5. Candidates suffering from chronic diseases considered being contagious or diseases that require special care and attention are not eligible for admission.
6. The competent authority shall decide allotment of the room and that shall be final. Under no circumstances requests for change of room shall be entrained.
7. Candidate admitted shall abide by the timings of leaving and reporting as decided by the competent authority.
8. A caution deposit of amount Rs.2,000/- shall be payable at the time of admission and the same shall be refunded after accounting for the dues at the time of leaving.
9. A onetime admission fee Rs.1,000/- shall be payable towards administrative services and book keeping, ware and tare of the infrastructure.
10. The furniture and other infrastructure given at the time of the admission shall be retuned in the same state as it was issued.
11. Admitted candidates shall take total responsibility for infrastructure provided in the room like Cots, Chairs, Fans and such other electrical installations. The candidates are liable to meet costs arising out of non-compliance/negligence in maintaining the said infrastructure.
12. Admitted candidates shall maintain dignity and decorum befitting a professional student.

13. Candidates from different social socio economic cross sections of the society with different culture, language and belief take admission. And all the members shall respect the individual beliefs & culture of others.
14. To the extent possible and with due consultations, the food committee comprising of the hostel inmates shall decide on the weekly menu and communicate to both the service provider and hostel administration.
15. No individual / personal representations shall be entertained on menu.
16. The candidates shall maintain strictly the mess timings as announced from time to time.
17. Candidates reporting beyond timings shall have no right to complain on availability/nonavailability of food.
18. Candidate admitted and willing to continue for the next academic year shall apply for continuation in writing and make payment of the charges.
19. Candidates renewing admission shall preferably be considered for the same room allotment for the subsequent period. However, they shall have no right for the same.
20. The contact particulars of parents/ guardian furnished shall be authenticated and are to be updated periodically with in a week's time from date of such change. Photographs of parent/guardian to be submitted.
21. Misuse of internet and improper usage of washing machines, gym equipment, sports and entertainment equipment and other facilities renders the candidate liable for payment of damages.
22. The candidate shall conduct her studies/ activities/her self in a way conducive for learning and shall in no way cause inconvenience/discomfort to the other roommate(s)/inmates.
23. For holistic development of the candidates curricular, co-curricular and extracurricular facilities are being provided including library, gymnasium. T.V, computers etc. however candidates shall make use of the same within the time stipulated.
24. The candidate shall not use terraces except for clothe drying purpose.
25. It is mandatory for students residing in the Hostel to join the mess attached to the Hostel. Hostellers are required to dine in the dining hall. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel warden. Indoor cooking including making of tea/coffee/noodles etc. in the rooms is strictly prohibited.
26. The hosteller shall not waste food, electricity & water. Wastage of food is a national loss.
27. Students should switch off the lights, fans, TV and close the taps and washing machines when not in use.
28. Garbage and wastage be disposed only at garbage bin in the hostel premises.
29. No student shall use the service of a hostel housekeeping person for personal work.
30. Every case of illness/injury must be reported immediately to the hostel authorities.
31. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
32. Teasing / Ragging are strictly prohibited. No candidate shall resort to teasing / ragging within the campus and people resorting to shall be dealt with in accordance with the guidelines of AICTE, APSCHE and such other regulating bodies. Further, the candidates shall be removed from the hostel without any claim refund.
33. No student shall stay back in hostel, during the period of academic activity. However, under health issues and such other grounds, they may be absent to the class work with prior intimation to the warden.
34. The inmates shall use the washing facilities strictly as per the schedules.
35. Candidates shall not be permitted to leave the hostel, in the absence of parent/guardian except on the occasions of semester break, summer/pongal holidays.
36. In the event of leave of absence for more than two weeks only, mess charges will be levied on pro-rata basis.
37. Non-compliance to the above guidelines shall render the admission null and void.

**I have read all the above conditions and understood the same. I undertake to abide by the same.**

Signature of the Candidate

Signature of the Warden

Signature of the Parent

Signature of the Vice Principal (Admin.)