

Application No.



Kovai Kalaimagal Educational Trust

Vellimalaipattinam, Narasipuram Post, Coimbatore - 641 109.

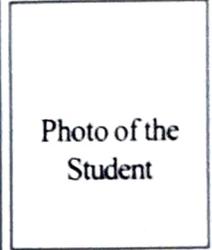


APPLICATION FOR HOSTEL

College: CIET KKCAS CIMAT SOA CIET

Gender: MALE FEMALE

Name of the Student	:	
Period of Study	:	
Date of Birth	:	Age : _____ Yrs
Roll No. / Register No.	:	
Degree & Branch	:	
Community	:	OC / BC / MBC / SC / ST
Caste :	Blood Group :	Mobile :



Details of Parents / Guardian

Parents

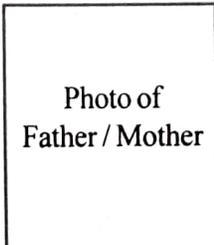
Name of Father :
Mother :
Occupation - Father :
Mother :
Address :

Guardian

Name :
Relationship :
Occupation :
Address :

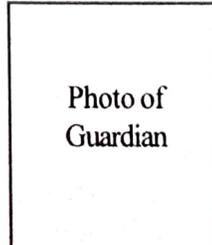
Pin Code :

Phone / Mobile No. :



Pin Code :

Phone/Mobile No. :



(P.T.O)

RULES AND REGULATIONS COMMON TO BOYS AND GIRLS HOSTEL

1. Room once allotted for the academic year is not interchangeable without the permission of the warden.
2. Only 3 authorized visitors (including parents) are permitted to see their wards during the visiting hours. The visitors should have the visitor's card with photo affixed and signed by the warden, when they call on their wards.
3. Before admission, each student has to pay admission fee, mess advance, caution deposit, room rent and other charges, which may be revised from time to time.
4. All inmates should return to hostel premises before Roll call. Roll call will be taken at 6.00 pm for girls and 7.00 pm for boys everyday.
5. Girl students are not allowed to go out of the hostel after 6.00 pm. However they are permitted to go out during holidays between 10.00 am and 6.00 pm, after getting the prior permission and Gate Pass from the warden as well as signing in the register kept for the purpose of going out.
6. Students will be allowed to go home once in a month, only if parents give written requisition form stating the reason, duration of stay, etc. The parents should send the requisition form through post to the warden. No phone message will be entertained. Students are not permitted to go to guardian's house for overnight stay unless there is a specific written requisition from parents.
7. Expect on sundays, 9 pm to 5 am will be silence hours on all days. During silence hours students are strictly instructed to be in their allotted rooms. No group study not any other combined work is permitted during this period
8. No person or student other than the boarder should be found in the hostel. If such contingency arises, permission should be obtained from the warden concerned. If any unauthorized person is found in the hostel, action will be taken against the boarder in whose room the person is found and he/she will be expelled from the hostel
9. Smoking, consuming any intoxicant, playing cards is strictly prohibited inside the college campus and in hostel. If any student found involving in any of the above abnormal activities, he/she will be dismissed from the hostel immediately without any enquiry.
10. The inmates should not remain in the hostel during the college working hours, except with the permission of the warden .
11. Day scholar students are not permitted to enter the hostel at any time.
12. Students should not arrange any function or meeting within the hostel or outside or within the college campus, without prior permission of the Principal and Warden.
13. Abnormal activities of any nature- causing disturbance to neighbours should not be carried out in the rooms.
14. If any student is suspended or under enquiry for any disciplinary action initiated, he / she should vacate the hostel immediately.
15. Students should not keep large amount of cash or costly items like mobile phones, cameras and electronic gadgets gold chains, rings etc in their rooms. Hence, complaint of about loss or theft of such costly items is totally discouraged.
16. Students should treat the hostel staff and workers with respect. No servant shall be abused or insulted. No special service demand will be entertained.

17. Students are strictly prohibited from indulging in activities like sticking or nailing of pictures or writing on the walls, breaking of furniture, electrical fitting, etc. The Students indulging in such forbidden activities will have to compensate the loss.
18. Students shall not use electrical appliances like electric iron box, electric immersion heater, radio, etc. Students are allowed to use laptops for academic purpose only. Things that disturb other students such as speakers, web cams are not allowed inside the hostel. However, first year students are not allowed to have laptop facility in the hostel.
19. Consumption of electricity should be minimized. The inmates should switch off their fan and light when they are not present in the room.
20. Students are allowed to use ordinary mobile phones, only after the receipt of the parent's written consent, indicating the mobile phone numbers. Any change in the mobile phone number should be immediately informed to the warden.
21. Camera mobile phones, mobile phones with audio and video recording facilities are strictly prohibited inside the college campus and in the hostel.
22. No hostel students should stay away from the hostel on any day without prior permission from the warden.
23. Mess bills should be paid within 10 days from the date of bill, failing which students have to pay a fine of Rs.5/- per day. In case of DD payment, the DD may be drawn in favor of "Kovai Kalaimagal Hostel" payable at Coimbatore.
24. The college reserves the right to ask any student to vacate the hostel premises without assigning any reason.
25. No reduction in the mess bill will be given for absence in the mess. However, the reduction is allowed only, when the student goes on leave for a minimum period of 3 days. For reduction in mess bill, students have to get the approval from the warden at least one day in advance, failing which mess reduction will not be considered.
26. Students who are willing to vacate the hostel at the end of the academic year have to submit their applications before April 30th for refund of mess deposit.
27. Students are requested to extend their full cooperation and maintain a high standard of discipline within the college campus and hostel.
28. "Ragging" means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes teasing, abusing, playing practical jokes on, or causing hurt to such students or asking the student to do any act or perform something which such student will not do in the ordinary course, willingly do. Student involved in ragging are severely punished as per the Tamilnadu Prohibition of Ragging Act 1997.

Punishment for Ragging:

- Imprisonment for 2 years
 - A fine of Rs.10,000/-
 - Dismissal from the Institution and shall not be admitted in any other educational institution.
29. Fees, once paid will not be refunded under any circumstances.
 30. Hostellers should not keep Two Wheelers in the hostel.

31. Students are informed to strictly adhere to the following timings:

Mess Timings	Out Pass Timings	Study Hours	Visiting Hours
Displayed in the notice board of the respective college	7 am to 8 am	6.45 pm to 7.45 pm	5 pm to 6 pm on Working days
	5 pm to 6 pm	9.00 pm to 10.00 pm	10 am to 6 pm on Holidays

Details of Fee Structure for Hostel

Items	Amount	Remarks
Rent per year	Rs.	Once paid will not be refunded on any circumstances
Caution Deposit	Rs.	Will be refunded (deducting common breakages, dues, etc) only to their parents by cheque and not to the students
Advance for mess bill	Rs.	Will be refunded
Mess bill per month	Rs.	Nil
Establishment Fee per year	Rs.	Once paid will not be refunded on any circumstances

Declaration:

We have read and understood all the Rules & Regulations clearly. I assure you that my son /daughter will obey all the rules and regulations of the hostel. If my son / daughter fail to obey any of the above-mentioned rules and regulations, the College can take any action against my ward.

	Name	Signature
Student		
Parent / Guardian		

FOR OFFICE USE ONLY

Room No :

Date of Admission :

Amount Paid :

Bill No :

Accounts Folio No :

Accounts Initial :

WARDEN

PRINCIPAL