

Office of the Executive Engineer,

**The B.G.E. Society's
Smt. L.R.T. College of Commerce, Akola.
Girls' Hostel Prospectus
Hostel Admission**

| | | | |
|------------------|----|------------|----|
| Rector | :- | Mobile No. | :- |
| Hostel In-charge | :- | Mobile No. | :- |
| Medical Officer | :- | Mobile No. | :- |

Price Rs. 100/-

The B.G.E. Society's
Smt. L.R.T. College of Commerce, Akola.

Application for Hostel Admission

Recent
Passport Photo of
Student

To,

Respected Principal / Rector

I submit this application for seeking admission in hostel. I have read and understood all the rules and regulations of the hostel and will abide to them. I have received 1 Bed (), 1 Table (), 1 Chair (), 1 Cupboard () in good condition & I will use in a proper way.

Signature of the student,

Full Name of the student : _____
(Surname First)

Date of Birth : _____

Mother's Name : _____

Mobile No. of the student : _____

Email ID : _____ Female
Married
Unmarried

| Category | Open | OBC | SC | ST | VJ | NT 01 | NT 02 | NT 03 | SBC |
|----------|------|-----|----|----|----|-------|-------|-------|-----|
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 |

Class - _____

Academic Year :- _____

For Office Use

| Girls Hostel | | Girls Hostel | |
|--------------|----------------|--------------|-------|
| 1) ABC Wing | Room No. _____ | Room No. :- | _____ |

| | | | |
|-----------------------------|------------------|------|------------|
| | | | |
| College In-charge Signature | Rector Signature | Date | Amount Rs. |

Name and Address of Parents

Annual Income in Rs.

Phone No. with STD Code

Mobile No.

Name & Address of Local Guardian

Phone No. with STD Code

Mobile No.

Relation of the Local Guardian with the Student :- _____

Signature of Local Guardian

Signature of Parents

UNDERTAKING

I/We have read all the rules regarding Hostel & Mess. I/We have ready to follow all these rules. So please kindly admit me in the hostel.

Signature of Parents

Signature of local guardian

Signature of the Student

Note - For Admission in the hostel all rights are reserved with principal & rector.

1. Rector will be the head of the hostel. She will control the overall working.
2. The students seeking admissions in Hostel should submit their application form to the rector within prescribed time.
3. While taking admission in hostel the student should remember the following procedure.
 - i) She should fill the specific application form and challan carefully.
 - ii) Meet the concerned hostel co-ordinator in the college for her signature.
 - iii) Go to the hostel office. Meet the concerned clerk for stamp & his signature on challan.
 - iv) Immediately Pay cash by challan in the Bank on the same day.
 - v) Students should keep the 'D' Part of challan receipt carefully, otherwise she will have difficulty in claiming the refund of the deposit.
 - vi) Submit application form & challan receipt in the hostel office & confirm your room number on the same day.

4. **Hostel Fees for the year 2015-16:- Intake Capacity :- 81**

| S.No. | Particulars | Girls Hostel Charges (Rs.) |
|-------|----------------------|----------------------------|
| 1. | Hostel Room Rent Fee | 15,000/- |
| 2. | Hostel Admission Fee | 300/- |
| 3. | Hostel service Fee | 1,000/- |
| 4. | Hostel Security Fee | 500/- |
| 5. | Hostel Deposit | 1,000/- |
| 6. | Hostel I-Card Fee | 50/- |
| | Total | 17,850/- |

5. Hostel Admission form will not be received without the signature of the Rector.
6. Students must seek admission on the same day, on which the Rector has signed the admission form.
7. When the student gets admission in Hostel, she must reach the allotted room, otherwise her admission will be cancelled and the amount paid will be forfeited.
8. Hostelites who want to leave the Hostel in second term will have to report in her own handwriting to Rector well in advance, before the end of the first term, if she fails to do so, the deposit money will not be refunded.
9. Failed students & provisionally admitted students will not be allowed to be admitted in the Hostel.

Hostel Admission Cancellation & Refund

| If Admission is cancelled within | Deducted Amount | Total Refund |
|----------------------------------|-----------------|--------------|
|----------------------------------|-----------------|--------------|

General Discipline in Hostel :-

1. Students are not allowed to change electric tube lights in their rooms. They will not use electric supply for using appliances like hot plate, electric irons, extra fans, coolers, heaters etc.
2. Students are expected to use electricity properly. They should take care to switch off the lights when they are not in their rooms. Otherwise they would be punished. Rooms will be allotted to students on first opening day of the college. They should checkup the furniture, lights, fans and other amenities in the room.
3. The student is responsible to take care of everything in her room, provided to her by the hostel authority. Any damage caused will be recovered from the students. Students should take utmost care to see that no damage is caused to hostel property, building, furniture, electric and sanitary fittings and any other equipments in the hostel premises.
4. The cost of loss caused will be recovered from the deposit amount of concerned student. If hostelites have damaged the hostel property intentionally, they are held liable for disciplinary action and fine. Sometimes more than one student will bear the common fine.
5. The Rector has reserved her right to do necessary changes in the allotment of the rooms during the year according to strength of students.
6. Each Hostelite should have her own bedding, bed sheet, blanket, pillow, net, bucket, water pot on cool keg with her.
7. Each student will be provided a cot, table, chair cupboard by the college authority.
8. No student is allowed to keep her own private servant with her.
9. Hostel premises is meant for communal living residence and study, so no friends, unauthorized guest, relatives are permitted to live with hostelites.
10. The students are advised not to keep any valuable articles or cash money in their rooms, if they do so it will be entirely at their own risk. Hostel authorities will not be responsible for any loss of such things.
11. Students should keep with them minimum amount of money for daily needs. Extra amount should be kept in the bank.
12. Students in Hostel should better not do any mutual exchange of money.
13. The functions, get together ceremonies, meetings, celebrations of any sort will not take place in hostel premises without the prior permission of Rector and Principal.
14. Notices, Hoarding, Advertisement are strictly prohibited on hostel walls.
15. Smoking and consuming alcoholic drinks, Gambling and any immoral activity is strictly prohibited in the hostel & college premises.
16. Strict disciplinary action will be taken against those who are found ragging the students mentally or physically.
17. Students should have to vacate the rooms immediately within three days after their annual examination otherwise she should pay Rs. 50/- per day as a fine. She will have to handover everything to the authority that she had received earlier and show clearance certificate to Rector.
18. Students should behave in such a manner that the atmosphere in the Hostel remains calm and conducive for studies and leading to cultural and moral

21. The students should not misbehave towards public on the road attached to our hostel. If they are found to do so, the Rector/Principal can expel them immediately without any pre-warning.
22. Students cannot change rooms allotted to them without the permission of the Rector.
23. Hostel prospectus is a handbook so it has to be preserved carefully for the whole year.
24. Students shall not enter into anybody else's room or use things of others without their permission.
25. The Principal / Rectors rights are reserved for dismissing any student from the hostel or college on the basis of her misbehavior.
26. It is compulsory for all the students to maintain register while In & Out.

Rules regarding Visitors (Guests)

1. Visitors are not allowed in hostel campus after 7.30 p.m. but in emergency situations Rector can allow visitors inside hostel to accompany the Hostelite.
2. No students are allowed to accommodate her guest at night in her room.
3. No visitor is allowed to enter the students room without the prior permission of the Rector.
4. Visiting time for local guardians. Morning 8.30 a.m. to 11.30 a.m. Evening 4.00 p.m. to 7.00 p.m.

Rules regarding Attendance :-

1. Students should be in their rooms between 9.00 p.m. to 6.00 p.m. They are not allowed to be out of the hostel without the permission of the Rector.
 2. Attendance of the students in the room is compulsory. The Rector calls roll numbers at night, between 9.00 p.m. to 9.30 p.m. They must attend it, otherwise they are liable for fine.
 3. For permission to remain absent for the roll call or for going outstation, a student should apply in writing to the Rector well in advance. The Rector's decision will be final.
 4. When there is no college holiday Rector cannot allow the hostelite to remain absent. Such students should ask for leave to the principal. she should write a request to the principal. If she fails to do so, she is liable for fine.
 5. It is compulsory for all the admitted students to stay in hostel. If any students remains absent in Hostel without any prior instruction in written form for the period of 15 days & more. Then her admission in hostel will be automatically cancelled without any intimation.
- 2. Health Care Centre :** B.G.E. Society has appointed a medical officer to check the health of students.
- i The Hostelite or her friends must report immediately about any case of illness / sickness or accident of roommate to the hostel authorities & medical officer.
 - ii Every student can get free Medical Consultation by medical officer of B.G.E.

3. Security :

- I. The Security Guard is there to control the outsiders as well as the unnecessary movements of the students.
- ii. The Rector will give the instructions to the security guard & the instructions should be followed by the students.
- iii. No one will misbehave with the guard.

Special Rules for Girls Hostel

1. No Girl student is allowed to be out of hostel after 7.30 p.m., without the permission of Rector.
 2. The legal Parent should declare a Local Guardian for their daughter. The local Guardian along with the applicant, will be jointly responsible for observing all the rules and regulations.
 3. Except for attending College, girl students will have to ask the permission of the Rector to go out at daytime. If permitted, they will have to submit the address to where they are visiting, to hostel authority.
 4. If the hostilite wants to visit her native place or relatives, she should apply in writing with all the details to the rector.
 5. It is expected that the parents/local guardian should contact & consult the Rector about their daughter's progress & behaviour from time to time.
 6. Visiting time for local guardians. Morning 8.30 to 11.30 a.m. Evening 4.00 to 7.00 p.m..
 7. Mobile phone may be switched off after 10.00 p.m. in the hostel premises.
 8. If any girl wants to join tuition or Special class, the written permission of her parent is necessary. The girl should inform the college in-charge about her class & should submit the written application to the Rector.
 9. The students will strictly adhere to the rules of discipline framed by college and the hostel authorities from time to time.
 10. The management and hostel authority reserves the right to modify the above rules & regulations from time to time as per requirements, if deemed necessary without notice.
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Bank Challan

No. _____

Girls' Hostel

FOR STUDENT

The B.G.E. Society's
Smt. L.R.T. College of Commerce, Akola.

Name of the Bank :- The Akola Urban Co-op. Bank Ltd., Akola.

Saving A/c No. :- _____

Name of the Student in full :- _____

Class : _____ for the year _____

| No. | PARTICULARS | | Rs. |
|-----|----------------------|------|---------|
| 01 | Hostel Room Rent Fee | HORR | 15000/- |
| 02 | Hostel Admission Fee | HOAF | 300/- |
| 03 | Hostel Service Fee | HOSF | 1000/- |
| 04 | Hostel Security Fee | HSEF | 500/- |
| 05 | Hostel Deposit | HODP | 1000/- |
| 06 | Hostel I Card Fee | | 50/- |
| | Total Rs. | | 17850/- |

Rs. In Words :- Seventeen Thousand Eight Hundred & Fifty Only.

Date :- _____

Place :- _____

Receiving Cashier

Seal of the Bank

Daily Observations

| Sr. No. | June | July | August | Sept. | October | November |
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Daily Observations

| Sr. No. | December | Jan. | Feb. | March | April | May |
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DECLARATION

I _____ Class _____

hereby declare that my health is quite good and I am not suffering from any disease. I am completely healthy. During my stay in hostel if I get or suffer from any illness which will be infectious to other students and If it is serious, I will leave the hostel if necessary. And if I am admitted in the hospital I will bear each and every charge of medicine and hospital expenditure.

Place – _____

Date - _____

Signature of the student

To,

Rector,
Smt. L.R.T. College of Commerce,
Akola

Name of the Student :- _____

College Name & Class :- _____

DECLARATION

After leaving the hostel I will not keep any belongings / bi-cycles / Two wheeler / in the hostel premises. If I keep the same in the hostel premises I will be responsible for the same or wear and tear of the same. For this I will have no complaints against hostel authorities.

Application for Refund of Deposit

To,

Respected Rector,
Smt. L.R.T. College of Commerce,
Akola.

As my examination is over / For some unavoidable reason / As per your order, I am leaving the Hostel. So I request you to refund my deposit money.

Place – _____
Date - _____

Signature of the student

Full Name :- _____

Class :- _____ Wing Type :- _____ Room No. :- _____

Deposit Receipt No. :- _____

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Rector's
Signature

Office cashier's
Signature