

Sr. No. _____

**BOYS HOSTEL RULES & REGULATIONS
AND
HOSTEL ADMISSION FORM**

2023-24



**Ch. Devi Lal State Institute of Engineering and Technology
PanniwalaMota (Sirsa)**

PREFACE

Ch. Devi Lal State Institute of Engineering & Technology, Panniwala Mota (Sirsa) was established by Government of Haryana in the year 2003 to promote the study and research in the field of Engineering, Technology and Science. The Institute is named after (Late) Chaudhary Devi Lal, The former deputy Prime Minister of India, who belonged to this part of the state of Haryana. The Institute is situated at NH-9 at a distance of 22 KM from Sirsa and 280 KM from Delhi. The Sirsa district adjoins both the Punjab and Rajasthan states and has great potential for developing into a centre of academic excellence to cater the needs of the students belonging to Haryana & other states of India.

All the hostels are under the overall supervision of the Director-Principal of the Institute. Director-Principal is assisted with the team of Chief-Warden and Wardens. At present, there is one boy's Hostel of 403 capacity and one girl's hostel of 225 capacity. Common room, T.V. room, Sports and Gymnasium facilities are provided to the inmates. Study rooms well equipped with Inverter Connection and proper seating arrangement in each hostel are also provided for the inmates. One Internet-cum-Computer room is also provided in the Girl's Hostel. Sports facility such as Football, Volley ball, Badminton and athletics track is also available for the inmates for the leisure time.

Director-Principal

Dr. Y. P. S. Berwal

Chief Warden/Wardens

- 1. Sh. Pawan Kamboj, Associate Professor**
Chief Warden
- 2. Sh. Gaurav Singh Sisodia, Associate Professor**
Warden (Boy's Hostel)
- 3. Sh. Parvinder Singla, Workshop Instructor**
Assistant Warden (Boy's Hostel)
- 4. Sh. Devender Kumar, Assistant**
Assistant Warden (Boy's Hostel)
- 5. Sh. Harish**
Clerk (Boy's Hostel)

Hostel Cahier:

Mrs. Suman
Hostel Cashier

WARNING

Student admitted in the hostel is strictly warned that he/she is not allowed to permit any of his/her friend/guest to stay in his/her room without prior written permission of the warden of the hostel concerned. In case any violation of this, warning is noticed, the room of the defaulting inmate shall be cancelled & the hostel fee may be forfeited along with appropriate fine and he/she may not be given hostel facility again.

By Order

Director-Principal

HOSTEL RULES AND REGULATIONS

1. Admission:

Note: THE ADMISSION TO THE HOSTEL WILL BE MADE STRICTLY IN ACCORDANCE WITH THE CRITERIA ADOPTED BY THE INSTITUTE. THE HOSTELERS ARE REQUIRED TO VACATE THEIR ROOMS IMMEDIATELY WITHIN TWO DAYS AFTER THE END OF THEORY/PRACTICAL EXAMINATION OF EVEN SEMESTER ARE OVER. IN CASE OF NON-VACATION OF ROOM, A FINE OF Rs. 25/- PER DAY WILL BE IMPOSED UPTO FURTHER ONE WEEK. AFTER WHICH THE STUDENT MAY BE EXPELLED FROM THE HOSTEL. ANY OF THE RULES CONTAINED IN THIS RULE BOOK MAY BE CHANGED WITHOUT PRIOR NOTICE.

- a) Student seeking admission to the hostel must apply on the prescribed form to the Warden/Chief Warden/Director-Principal, C.D.L. State Institute of Engg. & Technology, Panniwala Mota (Sirsa).
- b) All rights of admission to the Institute's hostels are reserved with the Warden/Chief Warden/Director-Principal.
- c) Admission to the Institute's hostels will open at the beginning of the academic session and the regular students will be admitted on first come first serve basis for the first year students. (Subject to availability of accommodations).
- d) Seats for the Second/Third/fourth year students in the hostel will be allotted on the basis of previous conduct and marks in First/Second/Third year exams in their respective courses on the recommendations of their Head of the Department or the criteria adopted by the Institute. Admission is subjected to the availability of accommodation.
- e) If the seats in hostel in a particular department remain vacant, Warden/Chief Warden/Director-Principal will make the re-allocation of the seats among the other departments/branches.
- f) If a student has applied for the bus-pass, he/she will not be entitled for the hostel accommodation.
- g) Generally, hostel accommodation will not be given to the student whose permanent residence is situated within 30 kms for boys and 20 kms for girls from the Institute Campus. However, in special circumstances the Warden/Chief Warden/Director-Principal may provide accommodation to a needy and deserving student.
- h) If any student gets hostel accommodation on the basis of his/her admission in a particular branch and subsequently, he/she joins another branch, he/she must inform the hostel authorities accordingly.
- i) Hostel accommodation is non-transferable to any other person. In case of violation to this rule, the allotment shall be cancelled and disciplinary action will be taken against allottee as well as illegal occupant of the room. In case, somebody is found living in any room without the due allotment or staying with any other person without prior permission/allotment, the room will be get vacated and strict disciplinary action with recovery of room rent and a fine of Rs.100/- to Rs. 1000/- (as deemed fit) will be imposed against the defaulter(s) & a fine of Rs.1000/- to Rs. 2000/- will also be imposed to allottee

and the room will be locked till the payment of total fine to concerned hostel Cashier and he/she will be required to submit an affidavit regarding not to repeat this again in the future.

j) A student suffering from any infectious disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the Civil Surgeon.

k) Admission is to be sought afresh in every academic session subject to the satisfaction of Warden/Chief Warden/Director Principal regarding proper conduct and payment of dues of hostel, mess and canteen etc. in case of ex-residents.

l) Admission of a student in the hostel shall stand automatically cancelled on cancellation of his/her admission to the course in the Institute or in case, the student himself/herself discontinues studies, but he/she has to apply for refund (if any) in writing.

m) Generally, teacher or any other employee of the Institute will not be allowed accommodation in any of the Institute's hostels. However under extra-ordinary circumstances, he/she may be allowed to stay with the permission of the Warden/Chief Warden/Director-Principal and he/she has to pay hostel charges Rs.700/- per month.

n) Hostel identity card will be issued to the inmates and they have to keep their Identity Card with them. They will have to produce their I-card when asked for.

o) Once allotted, no hostel resident is allowed to change his/her room at his/her own, without written permission of Hostel Warden. In case, somebody is found to have changed his/her room without written permission of Warden, a strict disciplinary action will be taken against the defaulters & a fine of Rs. 100/- to 1000/- (as deemed fit) will be imposed on him/her.

p) Inmates have to submit the hostel security refund form(s) to hostel cashier and handover the room while vacating the Hostel.

q) Any loss of furniture/ fixture found in the room as well as in hostel will be recovered from the hostel security of the occupant.

r) Hostel Security of Rs. 3500/- will be refunded, when passed out from the Institute only if dues are not pending against the inmate.

s) **Jumping over the boundary wall will be treated as serious offence. Offenders will be fined or expelled from the Hostel.**

t) In case of emergency, institute's vehicle will be provided to take the hostel inmates to the hospital and the charges of the vehicle will be born/ affordable by the inmate. The charges will be Rs. 8/- per kilometer and Rs. 100/- will be the minimum charges. For making a request of institute's vehicle, Performa will be filled by the respective hostel inmate and it should be duly recommended by the concerned warden, then the institute's vehicle will be provided. In case a resident is serious and he/she needs to get admitted in the hospital for some time, after getting admitted the resident in the hospital, the student/care taker will inform to his/her parents on phone nos. mentioned in hostel form and after that it

will be the responsibility of the parents to look after the boy/girl in the hospital or arrange to look after the inmate at their own level.

2. Attendance & Leave:

- a) Continued absence from the Hostel without prior permission of duration seven days or more, will be intimated to the parent/guardians immediately and will render the defaulter liable to take disciplinary action against him/her.
- b) A register will be maintained by the Security-man in which due entries will be made by inmates coming late.
- c) Students interested to visit for marketing to Sirsa and nearby places, will take prior permission from the Wardens.
- d) **Students will be allowed to go to their home town at the Weekends only, after obtaining prior permission from the Wardens. They are required to return back to Hostel on due date as mentioned on the application form regarding permission to visit their home town, otherwise a fine of Rs. 500/- will be imposed.**

3. Guests:

- a) Residents are not allowed to keep any guest with them in the Hostel. In exceptional circumstances, a student may be allowed to keep a guest in the Hostel's Guest Room after obtaining prior permission from the Warden/Chief Warden/Director-Principal. However, guest will not be allowed to stay in the hostel beyond a period of three days. Residents will enter the particulars of their guest in the guest register available with security-man of the hostel.
- b) Female guests are not allowed to go to the rooms of the Boys Hostel.
- c) Male guests are not allowed to go to the rooms of the Girls Hostel.

4. Furniture and Equipment:

- a) Students shall keep their rooms neat and clean & shall be responsible jointly or individually for the furniture issued to them and the fixtures in their rooms at the time of occupation. If a student observes any damage or defect in the furniture issued to him/her or in the permanent fittings in his/her room or finds anything missing at the time he/she occupies the room, it will be his/her duty to bring it in the notice of the Warden/Chief Warden before occupying the room, failing which it will be presumed that everything is in order at the time of occupation.
- b) Furniture shall not be moved from one room to another. The furniture belonging to the Common room or the dining hall or the Hostel office or the Hostel Guest room shall not be taken out and brought into the student rooms. Any resident indulging in such activities will be liable to disciplinary action (including a fine upto Rs. 100/- per article).

c) When a student vacates his/her room before the Summer break or after withdrawal or expulsion or whatever the case may be, he/she shall return all the hostel furniture & other property issued, to Warden' office, failing which he/she shall be liable to pay the entire cost of such furniture or other property. **Repair charges for any damage to the furniture will have to be paid by the resident along with a penalty of Rs.100/- for not handing over the charge.**

d) Mishandling of T.V., Indoor Games, Water Cooler or other property in Common room, Mess, Guest room etc. may lead to a fine of Rs. 500/- in addition to the cost of the repair.

e) **All the electrical accessories in the room are in working condition at the time of allotment. During the stay, if anything get failed to work, he/she will get repaired and for this purpose Electrician will be provided.**

f) If the fans or lights are found on in a locked room, fine of Rs. 100 /- will be imposed.

5. General:

1) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostels.

2) They should not disturb other residents in any manner.

3) Residents, having Computer/ Transistor i.e. sound producing equipment or musical instruments, have to ensure that other residents are not getting disturbed due to high volume. If any complaint is received, the matter will be dealt seriously and action will be taken accordingly. Stereo or music systems producing high sound are not allowed in the hostels.

4) Inmates should consider the Institute property i.e. building, electrical &, sanitation fittings, furniture etc. as their own and should not damage them in any way. Residents will have to bear the cost of the repair of the property damaged by them individually or collectively. They are particularly warned not to scribble anything on walls and doors in the hostel.

5) **Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of breach of hostel discipline, will be treated as violation of the hostel rules and will invoke necessary punishment.**

6) **Gambling, use of alcoholic drinks and drugs/consumption of meat/eggs/fishes in any form within or outside the hostel, are strictly prohibited. Those, violating this rule, are liable to be expelled from the hostel with forfeiting their hostel security along with fine.**

7) The residents should neither bring/entertain the outsider/non-hostellers to the Institute hostel nor bring any guest without the prior permission of the Warden concerned.

8) **The residents are not permitted to keep Iron/weapon/arms of any kind in the hostel.**

9) Hostel Employees are not to be mistreated. Any complaint of indiscipline or insolence against Employees will be reported to the Wardens for necessary action and a strict disciplinary action including expulsion from Hostel will be initiated.

10) If any resident wants to make a representation to the Chief Warden/Registrar/ Director-Principal, it should be made through proper channel.

11) Lights should be switched off and water taps should be turned off, when not required. Tea leaves or any rubbish should not be thrown into the sinks, corridors etc.

12) **Desert Coolers can be used by the hostellers with the prior written permission of the Warden of the concerned hostel on payment of the charges @Rs. 500 /- per month per appliance.**

Note: - In case any student is found using heater/ induction / hot water kettle/etc , he/she can be imposed a fine upto Rs. 1000/- by the Warden/ Chief Warden. Disciplinary action may also be taken by the Warden/Chief Warden/Director-Principal including the vacation of the room.

13) Residents must not tamper with the electrical and sanitary installations. The cost of repair/replacement due to any damage carried out by them will be charged from the boarders besides imposition of fine.

14) Residents are expected to keep their surroundings neat and make proper use of dustbins. Spitting in hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited.

15) Residents should lock their rooms whenever they go out. The responsibility for any kind of loss such as goods, money, jewellery or any other item, will be that of the occupant of the room. They are advised in their own interest to open their savings bank accounts in the Bank and keep with themselves little money as possible. In no case, they should keep valuables or jewellery with them. Inmates are themselves responsible for any theft of valuable items.

16) Residents are required to observe the decorum in the common rooms. Games must be played in an orderly manner. Nothing should be removed from the common room. The residents should not mishandle the T.V., Stereo, Cooler or any other property in the common room.

17) No VCR/VCP/VCD or DVD is permitted in the hostel and show of picture or any other visual item is not permitted during the day or night without the permission of the Warden/Chief Warden. Those, who violate the rule will be fined and will also be liable to other, disciplinary action.

18) **The Hostel authorities may expel any resident any time, if they are not satisfied with his/her conduct or for violation of the rules.**

19) The Warden/Chief Warden/Director-Principal may expel a resident from the hostel on recommendation of the Warden, if any kind of dues to be paid by him/her exceed the limit from time-to-time.

20) **In case of non-payment of dues and violation of any Hostel rule by a resident, the Warden may get his/her room locked or opened for possession without any liability whatsoever.**

21) Any resident opening a room by breaking the hostel lock, window-pane etc. shall be liable to fine/security forfeit/expulsion from the hostel. In case, a resident misplaces his/her key, he/she must report to the hostel office. Hostel attendant will break the lock.

22) All orders, which are notified from time-to-time by Warden/Chief Warden/Director-Principal will be binding on the residents.

23) Foreign students or students coming from very far distances, studying in the Institute and who are not in the final year may be allowed to stay in one of the hostels during the vacations, by the Warden/Chief Warden/Director-Principal. Those foreign students, who are in final year, may be allowed to stay in the hostel on payment of guest charges after being allowed by the Warden/Chief Warden/Director-Principal.

24) The students suffering from Chronic Diseases such as Asthma, Cardiac Heart ailment, T.B, Epilepsy etc. are required to produce a medical Certificate issued by the Govt. Doctor alongwith the prescription and history of the treatment of the student.

25) All the electrical fittings/accessories present in the room should be take care by the allottee. At the time of allotment of the room, all the fittings are to be checked and if there will be any fault occurred, the total responsibility will be of the allottee of the room. After occupying the room, the inmates are supposed to maintain the electrical items at their own.

26) The inmates of the Boy's hostel coming in/ going outside from the hostels after 10:00 p.m. will not be allowed and a fine of Rs.1000/- will be imposed on them & a disciplinary action will be taken against them.

27) IF ANY STUDENT OF THE INSTITUTE FOUND INDULGES IN THE INDISCIPLINARY ACTIVITIES SUCH AS MISBEHAVIOR, QUARRELING CASES, THE STUDENT WILL BE SUSPENDED FROM THE HOSTEL AND ALSO FROM THE INSTITUTE.

7. **Mess:**

- a) Both the hostels have separate mess on Contract basis managed by Contractor.
- b) All the residents are expected to take their meals in the hostel dining hall. No resident is allowed to take meal at room under any circumstance without the permission of Warden.
- c) Taking meal in mess is compulsory for all hostel residents. No resident is allowed to bring/arrange meal from the outside sources.
- d) A minimum of 25 days diets are compulsory in a month, except for the last month of the session for which the diets will be charged as per the actual number of days. No exemption of diets will be considered, if inmates bunk during the working days of institute or as decided by the authorities.
- e) Diet Charges will be displayed on the notice board of the hostel.
- f) In case, mess dues are not paid by 10th of every month, it will be accepted with a fine of Rs.10/- per day. On the last day of the month, Total fine of Rs.500/- will be imposed.
- g) In case, any resident does not clear his/her total dues even after two months, his/her name may be strike off from the hostel rolls. His/her mess facility will be stopped and his/her room will be

locked forthwith. Parents/guardians will also be informed accordingly and whenever the dues are realized, he/she will be added as usual.

- h) All the inmates are required to clear their hostel mess, canteen and any other dues and obtain a No-dues certificate before they get issued their examination roll number slip and again all their dues must be cleared before they vacate the hostel, failing which fine of Rs500/- per month will be charged and their names will be forwarded to the Academic branch of the Institute, for withholding their detailed marks cards.
- i) Residents will not go into the Cooking areas. Violation can carry a fine of Rs.500/- per event.
- j) Cooking in the rooms as well as taking food in the room from dining hall is strictly prohibited. Any inmate found to violate the rule will be liable to pay a fine Rs. 200/-

k) All residents have to observe mess timings specified from time-to-time. After the mess timings are over, no resident can claim for meal.

l) All the residents will come in the mess in proper dress.

m) The inmates will not be allowed to take utensils from dining hall to their rooms, if utensils of mess are found in their room or placed in the windows of their rooms or near the room, a fine of Rs. 100/- will be imposed on them. However, if utensil of the mess will be found in any broken condition, a common fine of Rs. 100/- per utensil will be imposed on every inmate of the hostel.

n) Whenever any inmates go to home he/she has to close his/her diet in mess register.

8. Ragging:

Ragging in Educational Institutions is banned and anybody indulging in ragging shall be punished appropriately, which may include expulsion from the Hostel/Institution, suspension from the Institution. The punishment may also take the shape of

- i) Withholding scholarship or other benefits.
- ii) Debarring from representation in various co-curricular activities.
- iii) Withholding the result.
- iv) Suspension or expulsion from the Hostel /Mess/Institute. If the individual committing or abetting ragging are not identified, collective punishment can be awarded to serve as a deterrent.

The following acts and conduct will be considered as ragging:-

“Any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling any other student with rudeness; indulging in rudely or in disciplinary activities, which cause to likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof is a fresher or a junior student or asking the students to act or to perform something, which such student will not do in the ordinary circumstances and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.”

CHARGES & REALIZATION OF HOSTEL DUES

Sr. No.	Charge/Security	Amount
1	Hostel Security	Rs. 3500/-
2	Room Rent per annum	Rs. 2400/- (For Double Seater) Rs. 3600/- (For Single Seater)
3	Sweeping & Security & Electricity Charges per annum	Rs. 5000/-
4	Hostel Fund Total	Rs.1200/-
	Total	Rs. 12,100/-(for double seater) Rs. 13,300/-(for single seater)

Note:-

- 1) If a student leaves hostel in between the session or at the end of the session and does not pay any of his/her hostel dues including mess dues then he/she should be considered as a defaulter and his/her security will be forfeited.
- 2) If a room is allotted to a student in the beginning of the even semester of the session i.e. December/January to May/June of the session, the hostel charges will be charged from the start of the session (i.e. for full session).
- 3) Normally, for temporary allotment of rooms, surety of Institute employee in respect of hostel dues and mess dues, will be required to be given to the satisfaction of Warden/Chief Warden/Director-Principal.
- 4) The regular student of the Institute shall not be eligible for short-term accommodation. They will be admitted to the hostel on regular basis.
- 5) If any student leaves the Institute/ Hostel for whatsoever reason and also informs the warden in writing about his/her leaving the hostel within a month of hostel admission he/she will be entitled for 50% refund of hostel charges.
- 6) If any student leaves the Institute/Hostel whatsoever be the reason after one month of hostel admission he/she will be entitled for the refund of security after clearing all the hostel dues pending against him.
- 7) Once the cheque of the refund amount is issued to any student, the total responsibility of the cheque will be with that student. If it is torn off/washed away/misplaced, case will not be entertained at any cost.

Boys Hostel Admission Form (2023-24)

Ch. DEVI LAL STATE INSTITUTE OF ENGINEERING & TECHNOLOGY, PANNIWALA MOTA (SIRSA)

NOTE: - 1. All columns in this form and hostel identity card must be clearly filled by the student in his/her own handwriting.

2. Two extra passport size photographs must be attached with this form.

1. Name (In Capitals):.....
2. Father's Name:..... Ph.no.....
3. Branch:.....
4. Year/Semester:.....Roll no.....
5. Whether belongs to SC/ST/BC? If yes , mention the category:.....
6. Marital Status:.....
7. Distance of the institute from home location:.....
8. E-mail id of the student:.....
9. Permanent Address:.....

Affix Passport
Size photo

Tel. NoMob. No. Aadhar No.....

10. Name & address of Local guardian (With Tel no.) if any:

11. Whether you are old student, Yes/No? If yes, give particulars:

Name of the hostel.....Room NoFrom.....To.....

*Interested in which room (Tick in appropriate column) Single Seater

Double Seater (* To be filled by Girls Only).

12. Whether your parents allow you to go to Sirsa for outing? Yes/ No
13. Whether your parents allow you to go to home / come to hostel alone? Yes /No
14. Whether any punishment for misconduct/violation of hostel rules /indiscipline etc.

Was ever incurred, yes /No? If yes, give details:.....

I have gone through the rules regarding Institute's Hostel and Hostel mess given in the Hostel prospectus. I hereby promise to abide by these rules notified form time- to-time, falling which I shall be liable to be expelled from the hostel and such other punishment as may be deemed fit. In case my status in the department changes, I shall inform the warden about my changed status immediately & leave the hostel as required under the rules. I shall pay the hostel dues regularly, failing which the warden of the hostel concerned may initiate legal action against me.

(Signature of Father/Guardian)

(Signature of Applicant)

I recommend that Son/daughter of sh..... a bonafide student of this department, may be admitted to the Institutes Hostel, I certify that the address of the applicant given in the Hostel Admission form is same as given in the admission form of the department. In Cases the applicant leaves the department of his/her name is strike off from roll on account of non-payment of dues or any other reason. I shall inform the warden concerned. I shall not issue the roll number slip of examination (Theory & Practical) to the student unless he/she produces a no-dues certificate form the warden/Hostel concerned.

Head of the Department(Office Seal)

UNDERTAKING

(To be filled in by every student getting Hostel admission)

I,.....son/daughter of Sh.....
Class..... Roll No..... hereby undertake and promise to abide by the Hostel rules and regulation, which I have read carefully and thoroughly. Further I also undertake that:

- 1) IF I FOUND INDULGE IN THE INDISCIPLINARY ACTIVITIES SUCH AS MISBEHAVIOR, QUARRELING CASES. THE STUDENT WILL BE SUSPENDED FROM THE HOSTEL AND ALSO FROM THE INSTITUTE.
- 2) I shall pay my mess dues regularly preferably before 10th of every month, otherwise I shall be liable to pay fine/special fine of Rs. 10/- per day and Rs. 500/- per month respectively.
- 3) **I shall neither bring/entertain any non-hostellers/any outsider to Institute’s hostel nor bring any guest without the prior written permission of Warden and make due entry into the Guest Register available with the security-man of hostel on duty.**
- 4) I shall not keep any weapon/arms/wooden rod/iron rod of any kind in my room/hostel.
- 5) **I shall maintain full discipline in the hostel.**
- 6) I shall neither force any mess worker for **ROOM SERVICE** nor **I will take food in Tiffin to my room. If found taking food to the room, I shall be liable to pay fine of Rs, 200/- & disciplinary action can be taken against me.**
- 7) I shall keep my hostel I-card with me and show to the authorities concerned on demand at any time.
- 8) I shall not temper with the mess register, in which Guest Diets are entered by the mess supervisor.
- 9) I shall not exchange my room without prior written permission of the Warden.
- 10) **I shall not keep costly items/ money in my room. In case of the theft of costly Items/money from my room, I shall not hold responsible the hostel employees for that.**
- 11) **I shall not use drugs/alcoholic drinks in any form within or outside the hostel premises. If found guilty of violation of any Hostel rule(s), in view of above undertaking, I shall be liable to appropriate action Including cancellation of allotment of my room/ security forfeit/ expulsion from the hostel.**

(Signature of Applicant)

Class: -

Roll No:-.....

Room

Mob.No :-.....

Date: -

**CH. DEVI LAL STATE INSTITUTE OF ENGINEERING &
TECHNOLOGY, PANNIWALA MOTA (SIRSA)**

REQUISITION FORM FOR VEHICLE

Name of Student.....Roll No.....
Date..... Mobile No..... Branch..... Hostel Room No.....

Reason for requirement of vehicle.....
PHC/Hospital place to be visited:.....

I undertake to make the payment of the vehicle as per Distt. Red Cross Society Rates.

Signature of the Hostel Resident

Comments of Warden (Boys/Girls Hostel).....

.....
.....

O/I Vehicle

Director-Principal

No. of K.M. travelled _____

Total Amount to be Paid:-----

Signature of Driver

Account Officer

CH. DEVI LAL STATE INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANNIWALA MOTA (SIRSA)-125077
(Old inmates Application form for Admission in Boys Hostel, Session 2023-24)

1. Name in Full (Block Letters)
2. Date of Birth

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3. Sex: (Male/Female).....
4. Father's Name:.....
5. Mother's Name:.....
6. Correspondence Address
7. Mobile No.....E-mail id.....
 Class/Year..... Branch.....Roll No.
8. Categories please specify (SC/ST/BC/PH/FF/ESM/GEN).....
9. Detail of last semester passed :

Paste latest
passport size
photo

Sr. No.	Semester passed	Roll No.	Marks Obtained	Maximum Marks	% age of Marks	Year of Passing	Result

10. Whether you have been allotted hostel in past: Yes/No
 If yes give the following details:

Sr. No.	Session	Room No. Allotted	Any fine imposed
1.	2022-23		
2.	2021-22		
3.	2020-21		

It is certified that all the entries made in this form are correct and true as per my best belief & knowledge.

(Signature of the candidate)

UNDERTAKING

(To be filled in by every student getting Hostel admission)

I,.....son/daughter of Sh.....
Class..... Roll No..... hereby undertake and promise to abide
by the Hostel rules and regulation, which I have read carefully and thoroughly. Further I also undertake that:

- 1) IF I FOUND INDULGE IN THE INDISCIPLINARY ACTIVITIES SUCH AS MISBEHAVIOR, QUARRELING CASES. THE STUDENT WILL BE SUSPENDED FROM THE HOSTEL AND ALSO FROM THE INSTITUTE.
- 2) I shall pay my mess dues regularly preferably before 10th of every month, otherwise I shall be liable to pay fine/special fine of Rs. 10/- per day and Rs. 500/- per month respectively.
- 3) **I shall neither bring/entertain any non-hostellers/any outsider to Institute’s hostel nor bring any guest without the prior written permission of Warden and make due entry into the Guest Register available with the security-man of hostel on duty.**
- 4) I shall not keep any weapon/arms/wooden rod/iron rod of any kind in my room/hostel.
- 5) **I shall maintain full discipline in the hostel.**
- 6) I shall neither force any mess worker for **ROOM SERVICE** nor **I will take food in Tiffin to my room. If found taking food to the room, I shall be liable to pay fine & disciplinary action can be taken against me.**
- 7) I shall keep my hostel I-card with me and show to the authorities concerned on demand at any time.
- 8) I shall not temper with the mess register, in which Guest Diets are entered by the mess supervisor.
- 9) I shall not exchange my room without prior written permission of the Warden.
- 10) **I shall not keep costly items/ money in my room. In case of the theft of costly Items/money from my room, I shall not hold responsible the hostel employees for that.**
- 11) **I shall not use drugs/alcoholic drinks in any form within or outside the hostel premises. If found guilty of violation of any Hostel rule(s), in view of above undertaking, I shall be liable to appropriate action Including cancellation of allotment of my room/ security forfeit/ expulsion from the hostel.**

(Signature of Applicant)

Class: -

Roll No:-.....

Room

Mob.No :-.....

Date: -