



Inst. Code:

Shivganga Charitable Trust, Sangli's VISHVESHWARYA TECHNICAL CAMPUS

Faculty of Degree & Diploma Engineering, Patgaon Miraj.

Miraj-Pandharpur Road, G. No.173, Patgaon, Miraj,

Taluka-Miraj, Dist-Sangli (MS). Pin-416420.

Ph. No:(0233)2276202/2276203, 94220 46800 Fax:(0233)2276203

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Reg. No:E-1966/SANGLI

Form No.:

HOSTEL ADMISSION FORM

Please paste a passport size
(35mmX45mm)
Photograph here, Do NOT
staple. Photos should not exceed
the borders.

To
The Director,
VTC,
Patgaon Miraj

Respected Sir,

I, Mr./Miss. _____ request admission in VTC Boys
/ Girls Hostel. I am studying in _____ of branch _____ and Roll No. is _____. I have read all the
rules of the hostel and shall follow and abide by them during my stay. I fully know that any breach of the rules
and any untoward behavior on my part will immediately result in cancellation of my admission in hostel and I
shall have to vacate my room. My Parents have given me permission to reside in the hostel. It is binding on
me to pay the hostel and mess charges regularly. I solemnly declare that information given is correct.

Place:

Yours Obediently,

Date: / / 20

Document Attached:

1. Xerox of College Admission Receipt
2. Hostel Admission Fee Receipt
3. Medical Certificate

Student's Signature

1. College Admission and Previous Educational Details Section

Admitted Course	BE / Dip	Course Part	FE / SE / TE / BE / FY / SY / TY	Division & Branch:	Year:	Roll No.:
Last College Attended:				Std:	Year:	Seat No. (Last):

2. Personal Information Section

Name of the Student:		LastName	FirstName	MiddleName
Name of the Student: (In local language)				
Father's/Husband's Name:				
Mother's Name:				
Local Guardian Name:				
Citizen of (country name):	Domicile of (state name)	Marital Status: Unmarried/Married/Divorced/Widowed/Deserted		Gender: Male/Female
Date of Birth: / / 19 (DD/MM/YYYY)	Place of Birth:	Blood Group: (with Rh)		

Please Turn Over....

3. Guardian Information Section							
Occupation of the Guardian: Service/Business/Profession/Farmer/Laborer/Retired					Annual Income of the Guardian (Rs.): (last financial year)		
Relationship of guardian with applicant: Father/Mother/Brother/					Phone No.:		
Parent Address:							
State:		District:		Taluka :		City/Town/Village:	
Address (House no, street/area/suburb, etc.)		Post:				PIN Code:	
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	
Local Guardian Address : [Write only if different than 'Parent Address']							
State:		District:		Taluka:		City/Town/Village:	
Address (House no, street/area/suburb, etc.)		Post:				PIN Code:	
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	
Contact Details		Phone No 1: STD Code: Phone No:		Phone No 2: STD Code: Phone No:			
Mobilenumber:				Email ID:			
4. Legal Reservation Information Section							
Religion:		Category: Open/Reserved		If Reserved: SC / ST/DT(A) /NT(B) /NT(C) /NT(D)/OBC/SBC			
Caste:		Sub-Caste:		If Physically Challenged: Visually Impaired/Speech and/or Hearing Impaired/Orthopedic Disorder or Mentally Retarded			
5. Personal Visual Identification Marks:		1.			2.		
6. Declaration by Student							
<p>I hereby declare that, I have read the rules related to Hostel admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy arising out of the form signed by me and I undertake that, absence of any document the final admission will not be granted and/or admission will stand cancel. I am aware of the Maharashtra Prohibition of Ragging Act, 1999 and I state that I will abide by all the rules and regulations of the said Act.</p> <p>I hereby agree to abide by all rules laid down by the college, University and Acts & Laws enforced by University & Government and I hereby undertake that so long as I am a student of the institute, I will do nothing either inside or outside the institute/college, which may result in disciplinary action against me under the rules.</p> <p>Place</p> <p>Date: _____ Signature of the student</p>							
7. Declaration by Guardian							
<p>I have permitted my son/daughter/ward to join your Hostel. The information supplied by him/her is correct to the best of my knowledge. I have acquainted myself with the rules and fees, dues to my son/daughter/ward and to see that he/she observes.</p> <p>Place:</p> <p>Date: _____ Signature of the Guardian</p>							
For College/Institute Use Only							
Designation	Remarks/ Recommendations	Signature & date	Cash Received: Rs.	Receipt / DD No.:	Sign. Cashier		
Admission Committee	Admitted / Not Admitted /						
Warden / Rector	Admitted / Not Admitted /						
Registrar	Admitted / Not Admitted /						
Principal/ Director	Admitted / Not Admitted /						
Hostel	Boys / Girls	Room Type:	Double / Triple Bed	Room No.:		Hostel Roll No.	
Cancellation Of Admission:		By Students Request / untoward behavior / Not following Rule				Sign of Warden	

RULES AND REGULATIONS OF COLLEGE HOSTEL

- 1) Admission to hostel will be confirmed only after the student has paid the hostel and mess charges.
- 2) Residing in the Institute's hostel, opting mess facility is compulsory, once admitted / opted will have to continue for one year. The charges will not be refunded if the student leaves the hostel / mess earlier or is expelled from the hostel / mess for whatsoever reason.
- 3) Drinking, Smoking and such other habits are strictly PROHIBITED in hostel, College and other places in City.
- 4) Students are required to share room. Hostel rooms allotted at the time of admission shall not be changed / exchanged during the academic year.
- 5) The rooms will be handed over to the occupant in a good condition. Any breakage / damage of hostel furniture thereafter will be borne by the occupant. Occupant is not allowed to do any repairs, unnecessary nailing and pasting pictures / posters on the wall.
- 6) Following furniture is provided in a room
(a) One bed (per head) (b) Chairs (per head) (c) Writing / study tables (per head) (d) Ceiling fan
(e) Tube light (f) Dustbin (g) Cupboard
- 7) Use of premises shall be subject to **the rules and regulations and standing orders of VTC**
- 8) Students are responsible for cleanliness of room and furniture. No rubbish will be thrown around the hostel premises
- 9) Student will be smartly dressed at all times. Torn uniforms, civies, linen are not permitted in mess, hostel & college.
- 10) Room inventory will be signed by the occupants and handed over to the warden / rector and clearance will be obtained before proceeding on leave. Dues if any will be paid out.
- 11) During semester end vacations, hostels will remain close for the renovation process and no student shall remain in the hostel.
- 12) Cooking is strictly prohibited in hostel rooms. No any flammable fuel is permitted in room.
- 13) Food, crockery, cutlery from the mess shall not be taken in the living/hostel room/dormitory.
- 14) Food will not be served in the room except in case of sickness. Warden/Rector/Coordinator of **VTC** must be informed of illness / untoward incident.
- 15) Students will strictly follow the mess timings menu and no request except in case of illness will be entertained for special personal menu. Working days: Lunch Timings: **01: 15 PM- 02:00 PM** Dinner Timings: **07:30 PM- 08:30 PM**
Sundays & Holidays: Lunch Timings: **09: 30 AM- 11:30 PM** Dinner Timings: **07:00 PM-08:30 PM**
- 16) Visitors will be entertained only with prior permission obtained in writing from VTC office. 2 Photographs with address of guardian / visitors of students to be submitted by the parents to the warden / rector /VTC office (Strictly for Ladies Hostel). Visitors will enter their names in the visitor's book and will be permitted to meet the student only after the warden / rector endorses it. However they will not stay for what so ever reason in the hostel during night and students request for the same will not be entertained.
- 17) Visiting days will be all Holidays, weekends & off hours of working days Visiting hours: - Sunday **09:30 AM -06:30 PM**
- 18) Parents / Relatives are not permitted to visit the student during working hours of **VTC**/when classes are in progress.
- 19) Students remaining in the hostel during Institute timings for whatsoever reason without permission are liable to be expelled from the hostel and in such cases the student is not entitled for any kind of refund. Rejoining the hostel will be treated as fresh admission.
- 20) Discipline and Punctuality will be maintained at all times. Institute and hostel rules will be strictly adhered. Lapses in the rules may lead to disciplinary action against defaulters.
- 21) Lights / fans must be switched off when not in use. Water taps should be closed after use. Economical use of electricity and water is mandatory.
- 22) Students are not allowed to use electrical appliances viz. heaters, stoves etc in the rooms.
- 23) Students are advised for their safety, not to play/fiddle with any electrical switches / plugs / fitments etc.
- 24) Any repair/damage/malfunctioning of any electrical appliances is to be reported to the warden/rector. The cost for the same shall be borne by the occupant(s).
- 25) Use of hostel telephone for outgoing calls is not permitted.

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

Date:

Place:

Signature of Student

Signature of Parent

- 26) Unnecessary / unwanted / group discussions / gossips / meetings / abusing / quarreling in the rooms/hostel premises/outside are prohibited round the clock.
- 27) Warden / rector shall visit the rooms whenever need arises. Strict action shall be taken against students found violating any rules.
- 28) It is mandatory for every student to study during the study hours as mentioned without producing any excuse.
Morning: **06:00 to 08:15 AM** Evening: - **06:30 to 10:00 PM** (during working days considering dinner).
- 29) Every inmate shall report office of the hostel after out pass at **07.00 PM** without fail. Student escaping from the hostel after reporting time through illegal ways and means without intimation, for whatsoever reason is liable for disciplinary action.

The timings shall be followed strictly. Disciplinary action shall be taken against defaulters.

- 30) Students are admitted to the hostel taking into consideration they are medically fit, in case any communicable / fatal disease is brought into notice then the student(s) has to leave the hostel and will be allowed to rejoin only when a doctor's certificate that he/she is medically fit, is produced.
- 31) If any student falls sick, he / she will report to the warden. In case of hospitalization, a student will be detailed to stay in the hospital for a day after which parents / guardians will stay with student or make necessary arrangements.
- 32) In case of emergency parents can meet Rector / Registrar / Director of **VTC** through proper channel.
- 33) **Students are responsible to the security of their money and valuables. They are advised not to keep jewelry/expensive items and excessive cash in their room/on person. Complain regarding damage/loss of such valuables will not be entertained.**
- 34) Mobile phones, of any type are strictly prohibited, in case need arises student is to bring an application from parents regarding no objection in using mobile phone by the student. In such cases only simple mobile phones will be used by the student (no MMS/GPRS/Video/Camera etc mobiles). If a student is found with such mobiles or using the same for clipping photos/videos for illegal purposes/in illegal ways, his/her phone will be detained/apprehended and will be handed over to his/her parents & if found for the second time the phone will be confiscated and shall not be returned back. There will be close watch on wasting study time in sending SMS and surfing on internet.
- 35) Students seeking leave are to fill in their application forms atleast two days in advance. Urgent/immediate applications for leave will not be entertained except in case of sickness/untoward incident and such similar cases. Students will leave the Institute/ hostel only if the leave is sanctioned and after reporting to the warden/rector. It's mandatory for the student's to show the sanctioned leave applications to the warden/rector.
- 36) In case need arises to extend the sanctioned leave, student(s)/parent(s)/guardian(s) are to phone and inform the same to the concerned authorities/fax an appropriate handwritten application duly signed at VTC office.
- 37) No student holds the right to abuse / quarrel with other student(s) / people associated with the hostel and mess. Any kind of complaint regarding hostel / mess, its cleanliness etc is to be made in the VTC office in writing.
- 38) Students shall abide by the rules and regulations formed / altered from time to time.
- 39) Parents/guardians are advised to motivate and guide their ward(s) to abide by and follow all the rules and regulations of the Institute/hostel/mess or any part functioning/allied to the same.
- 40) All the rules and regulations are made / prepared for the convenience, betterment and safety of the students. Violating any of the rule(s) will lead to disciplinary action as per respective rules. Institute/hostel/any of the part functioning/allied to the same will not be responsible/entertain in case of theft of any sort/FIR launched against any student(s) or any mishap caused/happened with the student(s) due to violation of any of the rule(s) of the Institute/hostel/mess or any part functioning/allied to the same.
- 41) The caution deposit will be refunded only after the student leaves the hostel and obtains clearance from the VTC office. Any damage caused to the hostel property, the cost of the repairs will be deducted from the caution deposit.

Note: Student can use Mobile or Any Valuable materials only on its own responsibility. College will not responsible for lost or damage of such thing. Students will not complaint to college or Rector about such valuables.

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

Date:

Place:

Signature of Student

Signature of Parent