

Request Application for Hostel Accommodation

Date: _____

To
The Director
Impact Group of Colleges, Patna

Subject: Requesting to grant me seat at your College hostel

Respected Sir,

I, _____ a **BCA/BBA/BCP/BA(JMC)/MBA/MCA/B.Tech/Diploma/Law (LL.B./BA.LL.B.)** Student of **Impact Group of Colleges, Patna** for academic session _____ my registration number _____ and roll number _____ are allotted by University and College respectively.

My permanent address is being given below:

C/O :

House Name :

Street Name :

Village Name :

Block Name :

Police Station :

District Name :

Pin code :

Contact Number :

I am desperately in need of hostel accommodation to continue my study properly.

Therefore, you are requested to grant me a seat at your College hostel and oblige thereby. I

hope you would be generous enough to take decision in my favour. I ensure that I comply with hostel's rules and regulations made by hostel authority from time to time.

Thanking you.

Yours faithfully,

Signature with date

Name:

Hostel Rules and Regulations

Following are the rules and regulations of the IMPACT Hostel that must be followed by residents pursuing undergraduate courses from IMPACT College, Patna.

1. Students shall pay hostel fees for six months in advance at the time of admission to the hostel. Hostel fees shall be paid half-yearly in advance.
2. Residents are required to inform the Hostel Superintendent/Authority in writing at least three months before vacating the college hostel.
3. Students shall keep their rooms, verandah, and surrounding areas tidy, neat, and clean at all times and shall not throw garbage in such places or anywhere in the hostel premises except in dustbins.
4. Keeping the hostel room clean and dirt-free rests with the residents, and they are expected to give full cooperation in maintaining cleanliness.
5. Ragging in any form whatsoever is strictly banned.
6. Guests are allowed in the hostel only with prior permission of the Hostel Superintendent/Authority.
7. Students are strictly prohibited from bringing, storing, possessing, consuming, or drinking alcohol, intoxicating drinks, drugs, or substances of any kind. The same shall apply to visitors also.
8. Possession, distribution, and use of firearms, lethal weapons, blunt, harmful, or illicit objects, air guns, etc., are strictly prohibited in the hostel.
9. Residents are not allowed to keep electrical appliances such as heaters, irons, ovens, etc., in their rooms without obtaining written permission from the authority.
10. Vandalism is a very serious offence. Strict action will be taken against students found guilty of committing such offences.
11. In case of damage to or loss of hostel property, the cost will be recovered from the wrongdoers or responsible persons.
12. Any act of uploading derogatory remarks or images or ridiculing a person will invite disciplinary action.
13. Use of Wi-Fi facilities is for academic purposes only.
14. Residents are not allowed to shift from their allotted room to another without written permission.
15. Residents are not permitted to entertain visitors at the hostel gate.
16. Hostel authority reserves the right to break open a room in case of emergency or violation of rules.
17. Students are advised not to keep heavy cash or valuable items in their rooms and shall be responsible for their belongings.
18. Playing loud music is not allowed. Ensure that no activity disturbs other inmates or people outside the hostel premises.
19. Rooms are allotted to students on their personal responsibility.
20. Suggestions and complaints should be deposited in the Suggestion Box or entered in the Suggestion Register kept on the hostel premises.
21. Upholding the dignity of IMPACT College, all residents are required to maintain discipline on campus and reflect a sense of responsibility within and outside hostel premises.
22. Residents will have breakfast in the morning, lunch, and dinner at night according to the menu displayed on the hostel notice board.
23. Residents are not allowed to enter the kitchen.
24. Residents are advised to follow rules and regulations made by the Superintendent/Authority from time to time for the betterment of the hostel.
25. All residents must strictly adhere to hostel rules and regulations. The Hostel Superintendent/Authority reserves the right to terminate hostel occupancy for willful disobedience, violation of rules, damage to person or property, or involvement in anti-social, anti-national, or undesirable activities.

Name & Signature of the Student:
College Roll No./Registration No.:
Contact No.:

Name & Signature of the Guardian
Contact No.:

Student's Declaration

Date: _____

I _____ do hereby declare that I have gone through aforesaid hostel's rules and regulations and make sure to comply with them strictly without exception. The mentioned rules and regulations are particularly important to me and violation, thereof, will be regarded as cause for disciplinary or even legal action.

Name :

Stream :

Session :

Registration No. :

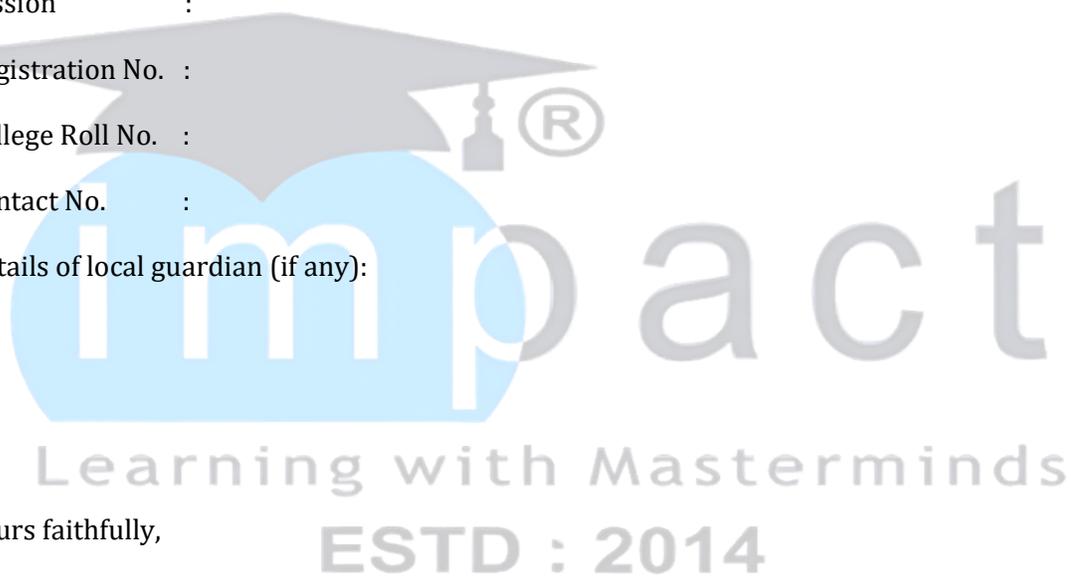
College Roll No. :

Contact No. :

Details of local guardian (if any):

Yours faithfully,

Signature of Student



Undertaking by Guardian

I _____ do hereby declare that my **Son/Daughter/Ward**

_____ is a **1st/2nd/3rd/4th/5th/6th/7th/8th/9th/10th Semester** student of **BCA/BBA/BCP/BA(JMC)/MBA/MCA/B.Tech/Diploma/Law (LL.B./BA.LL.B.)** at Impact Group of Colleges, affiliated to _____ University, Patna.

His/her Registration No./College Roll No. is: _____ for academic session _____

Before she/he is granted a seat at hostel, I had gone through all hostel's rules and regulations **and agreed with them under no pressure.**

I ensure my good cooperation with hostel authorities and I will provide all medical information, if any, related to my **Son/Daughter/Ward** to the hostel superintendent/authority or official concerned.

I will be available on call and my promise of visiting the College hostel and taking care of my **Son/Daughter/Ward** as and when required will be maintained.

The present status of health conditions of my **Son/Daughter/Ward** are being provided below:

With Regards

Guardian's Signature :

Guardian's Name :

Permanent Address :

Relationship with student :

Specify the medical conditions of your Son/Daughter /Ward (if any):

Contact No./Whatsapp No. :

Email :

Details of local guardian (if any) -

Address :

Contact No. / Whatsapp No. :