



**ARKA JAIN**  
**University**  
Jharkhand



# HOSTEL FORM

Name : \_\_\_\_\_

Programme: \_\_\_\_\_

Batch: \_\_\_\_\_

Enrollment No: \_\_\_\_\_

Hostel No: \_\_\_\_\_

Hostel Address: \_\_\_\_\_

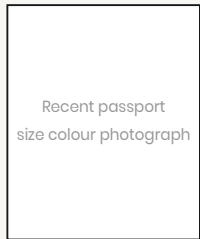
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# HOSTEL APPLICATION FORM 24-25

FILL IN CAPITAL LETTERS ONLY

Before filling this Form please read the overleaf instructions carefully



ENROLLMENT NO.  ACADEMIC YEAR  DATE OF APPLICATION

**PERSONAL DETAILS** (It is compulsory to fill the form clearly in CAPITAL LETTERS only) Mandatory fields are marked with asterisk (\*)

Name\*:

Programme Name:  Batch:

Father's/Guardian's Name:

Mother's Name:

Date of Birth\*:  Blood Group:  Aadhar No.

**CURRENT ADDRESS**

Address:

City:

State:  Pin Code:

Student's WhatsApp No.  Mobile No.:

E-Mail ID\*:

Parent's WhatsApp No.  Mobile No.:

E-Mail ID\*:

**MEDICAL**

Any Medical Ground / Transfer Case:  If Yes Please Specify

We Hereby State that all the above information is true to the best of our knowledge.  
**NOTE: DOCUMENTS TO PRODUCE AT THE TIME OF APPLICATION FOR HOSTEL**  
 1. Residential address proof (Ration Card / Water Bill/ Electricity Bill / Passport / Aadhar Card etc).  
 2. Student and Parents Photo ID proof with address.

<b>STUDENT</b> (SIGNATURE WITH DATE)	<b>PARENT</b> (SIGNATURE WITH DATE)
Parents Photograph : FATHER'S PHOTO	MOTHER'S PHOTO
<input type="text"/>	<input type="text"/>
Recent passport size colour photograph	Recent passport size colour photograph

**OFFICE USE**

DATE OF JOINING  DATE OF LEAVING

**SECURITY DEPOSIT :** MODE  DEMAND DRAFT\*  CASH

DETAILS  RECEIPT NO.

\* DD in favor of ARKA JAIN University

**NON - AC :** DOUBLE SHARING (₹ 8500/- per head per month)

**AC :** DOUBLE SHARING (₹ 10000/- per head per month)

**CURRENTLY STUDYING IN WHICH SEMESTER :** EXISTING  Please Specify in which semester NEW ADMISSION

# Guidelines for Students using university Provided Accommodation

1. ARKA **JAIN** University provides accommodation for outside students in a leased out apartment / building situated at a good location. All students applying for hostel needs to understand the fact that facilities are being arranged with the objective to provide our outside students with homely, safe and conducive environment for study only and our accommodation are not meant to provide with any luxurious arrangement. It is advisable to understand the facilities available in the hostel before applying for the same.
2. Being a leased accommodation, depending upon situation, our hostel may shift from existing location to new one. However in all the cases locality & safety of students are always given due importance.
3. The students who want to use the university provided accommodation should submit request form along with a photo at the beginning of the every academic year, as per the time line given by hostel authorities.
4. Each academic year begins with start of the session and finishes after the academic calendar.
5. Security deposit of the hostel for the academic year 2024-25 for A/C Room is ₹ 20,000 & Non A/C Room is ₹ 10,000.
6. For the academic year, hostel monthly charges are fixed on the following basis:-
  - On Non AC Double Sharing ₹ 8,500/- (per head) per month
  - On AC room Double Sharing ₹ 10,000/- (per head) per month
- Note: In case of closure of hostel due to government imposed Lock Down & Student wish to retain the Hostel Room Student will be liable to pay Rs.2,500 per month during the period of lockdown. Alternatively, student may vacate the hostel in case of lockdown.**
7. Hostel rooms are available on Double / Triple sharing. Rooms are allotted on first come and first serve basis.
8. Each student will be given an Almirah, a study table, Chair and cot Bedding will have to be arranged by student themselves. Washing Machine, Induction & Water Filter facility is available at the common area.
9. All windows are provided with curtain by the hostel authority.
10. Allotment of room furniture etc. will be entirely at the discretion of the hostel official and no complaint in this regard will be entertained.
11. Mess : Breakfast / Lunch / Evening Tea / Dinner.
12. Hostel mess is strictly vegetarian / Hostel rooms are strictly vegetarian you are not allowed to bring non-veg from outside. Students can't cook anything in the hostel room. If any of the devices found it will be ceased and strict action will be taken. Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
13. Hostel mess is closed on Sunday night.
14. Hostel mess will be closed during Durga puja, Diwali & Chath. Students willing to stay during Durga puja / Diwali vacation will have to arrange for their own food.
15. For commutation to the university, students can make their own arrangement or can use university transport by paying transport fees to the university.
16. Hostel fees are paid in advance and on or before 5<sup>th</sup> of every month. After 5<sup>th</sup>, a fine of ₹ 25/- will be charged on daily basis. If the hostel fees are due for more than 1 month, student may be asked to vacate the hostel on immediate basis and balance fees will be recovered from security deposit.
17. In case 5<sup>th</sup> is a holiday, the fee should be paid before 5<sup>th</sup>.
18. Students going for long vacation have to make sure that their monthly fees is remitted to the hostel account otherwise such excuses will not be considered while imposing late fine.
19. Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
20. During any month of the academic year, whether a student stays in the hostel or not for what may be the reason, he/she is liable to pay the entire fees. For e.g. a student's goes to attend a function to his home town / Internship and doesn't stay in the hostel for the entire month, he/she is still liable to pay the entire fees for the month.
21. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
22. Residents are responsible for all their personal belongings & valuable item like cell/ mobile phone, laptop, computer, watches & money etc. and should ensure that door & windows of their rooms are properly secured at all times. The university/hostel is not responsible for any loss of personal items. It is advisable not to keep any valuables in the hostel.
23. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.
24. All students are liable to follow the hostel timing.
25. There will be a lady warden at hostel accommodation. Any concern if a student have can raise to warden.

26. Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the hostel premises. Ragging / Teasing / misbehave with girls of the hostel / society / hostel staff and intentional damage to the property of hostel / society / building / apartment are also considered as ZERO TOLERANCE OFFENCE and students or group of students will be immediately rusticated from the hostel. In case of rustication caution deposit / Hostel monthly fee will not be refunded.
27. As and when applicable, all students must mark their attendance on biometric machine when ever any movement happens students should mark their attendance. For Eg:- If you are going to university you need to mark your attendance and when you are back to hostel you need to mark your attendance again.
28. Any complaint from the neighbours / society/ violation of hostel rules will result in strict action.
29. Students are not allowed to arrange any group religious activities in their room.
30. Students should not keep any unauthorized property and unauthorized guests in her room.
31. Parents/Guest are not allowed to stay in the Hostel.
32. All students are expected to be back in their accommodation by 7:30 pm in the night.
33. It is mandatory for all girls to mark their attendance in the presence of lady warden at 10:00 pm. In case, any one is not present in the hostel without any information, a call will be first given to girl student at her number and in case of no response for whatever may be the reason; immediate information will be given to university official by lady warden. In case of no information till 12:00 midnight, student's local guardian / parent will be informed by university official.
34. Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
35. Students have to use water and electricity judiciously. If fan, tube, AC, etc., found on in the absence of the students at their rooms, fine will be charged by hostel authorities. All fans, light & electrical appliance must be switched off when not in used. Student must turn off all the electrical equipment's & lights before leaving these rooms.
- Silence : Strict silence shall be observed in hostel from 11:00 pm to 5:30 am. Care should taken at all times to insure that music/loud talking is NOT audible outside the room.
36. Rooms are allotted to each student on her personal responsibility. she should see to the upkeep of her room, hostel & its environment. if any thing found damage the student along with her partner solely responsible.
37. Laundry area, common areas & surrounds of the hostel should be kept clean & tidy at all times (use dustbins for soap covers, dust etc.). Student must use dustbins for proper disposal of sanitary pads, soap/shampoo covers, hair, hair pins, etc.. garbage & wastage only be put at garbage box available nearby premises.
38. Students during their stay in the hostel will be governed by the rules set by management.
39. No student shall use the service of a hostel housekeeping person for personal work. and student should not misbehave with the hostel staff/warden. Offering of payments/tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
40. Students will not enter rooms of other students without permission of the inmates.
41. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash/jewellery or any costly items in the room.
42. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.
43. In case of illness and accident must be reported immediately to the hostel authorities.
44. Students suffering from contagious disease will not be allowed to stay at hostel decision of the hostel official in this regard will be final and binding.
45. Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.
46. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the university management.
47. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.

# Guidelines for Students using university Provided Accommodation

48. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel.

49. Playing music / record player etc. loud enough to cause disturbance to his / her neighbour(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of room.

50. In case of medical emergency, hostel official will try to arrange medical aid and if required, he / she will be admitted to hospital. However, all cost related to this will be borne by student.

51. Any hostel related information, student can update to warden in written .

52. No student is allowed to go out/in of the hostel after 8:00 pm to 5:30 am. if any emergency, student must seek the permission of the Warden/Hostel In charge.

53. Any cyber-crime, indiscriminate imaging with mobile camera or digital camera, MMS etc.. will be taken very seriously and action shall be taken against residents found guilty of such activities.

54. University will not be responsible for any such loss of asset provided by the university hostel for any such damage students have to bear the loss.

55. A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel warden/ in charge immediately before occupying the room. The occupant of the respective rooms will be responsible for the fittings and fixtures thereafter repairing /replacement cost will be solely born by the occupants and shall see to it that they are in working condition / order at the time of handing over of the room when she leaves the hostel..

56. Before leaving the hostel every resident shall obtain clearance from Warden and personally hand over the charge of the room and hostel property (including all keys and lock provided at the time of allotment), repair charges for any damage to the furniture will have to be paid by the residents.

57. Residents are not to tamper with the electrical appliance and sanitary installations. The cost of repair / replacement due to any damage done to them will be realized from the residents of every room.

58. Rule for Leaving the Hostel : A student can leave the hostel by submitting a written application to the office of registrar. After the approval of the concerned official a student can collect No Objection Certificate from Office of Registrar and further need to carry the copy of the same ( No Objection Certificate) when she comes to vacant the hostel afterhand overing the asset given to her. (Table/ Chair/ all keys/ Drawer/ cot etc.) Student has to submit the application for leaving the hostel at least 1 month in advance. For e.g. Student submit an application on DT - 15/05/2024, she will have to stay in the hostel till 30<sup>th</sup> June 2024 and has to pay entire fees of June also. If she decides to leave the hostel before 30<sup>th</sup> June, June month fees will be adjusted from her security deposit. It is mandatory for all students to properly endorse the hostel leaving application from her parent before submitting the same to office of registrar. university official will verify the same from parent before approval of the same.

59. If a student leaves the hostel without giving any information and without submitting an application, she will considered to be continued in the hostel and monthly charges will be falling due on her until university receives the written application. Once written application received, rule no. 53 will be followed. Any verbal communication in this regard will not be entertained.

60. In all normal cases, if university rusticates a student from hostel, 15 days advance notice will be given to the student by the university authority. However, if a student found to be indulges in any of the activities mentioned in point 28, she will be immediately rusticated and information will be sent to her parent.

61. Penalty for leaving the hostel between the current academic year for availing hostel facility.

a. If you leave the hostel between first six month 50% to be deducted from security deposit.

b. After six month till end of the current academic year 25% to be deducted from security deposit.

c. Calculation of month will start from date of admission in the hostel not the date of joining.

62. Security Deposit is refundable only after 2 months from the date of leaving the hostel and on written application basis.

## Code of Conduct

1. Students shall maintain discipline and peaceful atmosphere in hostel.
2. A student may be fined or expelled from the hostel by the Warden / Hostel in charge for the following reasons:-
  - a. Misbehaviour of any kind, which will include disrespectful conduct towards the Warden, employees of the hostel and other residents / students.
  - b. Teasing or otherwise harassing other students and/or the use of violence.
  - c. Stealing or pilfering Hostel/ University property or the property of other students.
  - d. Unruly conduct or rowdism.
  - e. Disfiguring walls and furniture, sticking of posters, distribution of unauthorized handbills or notices.
  - f. Making noise and/or creating other disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders.
  - g. Convening, organizing, attending unauthorized meeting within the hostel premises. Absence from the hostel without prior permission or beyond permissible time.
  - h. Breach of any of the hostel rules.
3. No student shall keep gold or costly jewellery in her room.
4. While visiting common room / dining hall, the student should be in proper dress.
6. Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the warden/ Hostel in charge may recover the cost of repair or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances.
7. Students shall not abuse, maltreat or assault hostel employees.
8. The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands.





ANNEXURE-1
ARKA JAIN University, Jharkhand
UNDERTAKING BY STUDENT/PARENT

Student Name ..... Enrolment Number .....

Daughter of .....

Program ..... Age (as on today) .....

Mobile No. .... E-Mail id .....

I hereby declare that I am fully aware of the rules and regulations governing the hostel facility provided by ARKA JAIN University. I understand and agree to abide by these rules and regulations at all times. Further, I understand and agree to adhere to any additional rules and regulations as may be intimated by the university from time to time.

I am further aware of the importance of attending classes regularly and maintaining good academic standing. I commit to fulfilling my academic responsibilities and upholding the academic integrity of the university.

Finally, I understand that I shall be solely responsible for any undesirable action or inaction on my part, and I am liable to disciplinary action as per the university's guidelines in such a situation.

I am aware that I am expected to conduct myself in a responsible and respectful manner, upholding the university's values failing which disciplinary action can be taken by the university.

Signature of the Student

Date:

Signature of the Parent: .....

Name in Capital Letters ..... Mobile Number .....

Address (where the student is currently residing) .....

.....

**ANNEXURE-11**

**MEDICAL CERTIFICATE FOR HOSTEL**

(To be obtained only from a Gazetted Government Medical Officer)

Name (in Block Letters) : .....

Father's / Mother's Name : .....

Blood Group of the Student : .....

Height : ..... Weight : .....

Vision R : ..... L : .....

Does the student wear Spectacles/Lenses?

No  Yes  Spectacles or Lenses

Any comments regarding vision : .....

.....

Hearing Loss, if any :  No  Yes  Partial

Allergies, if any : .....

.....

Any other remarks (related to Medical History) : .....

.....

I, Dr. .... after careful personal examination of the case

do hereby certify that Ms. .... is found

physically fit to stay in a University Hostel.

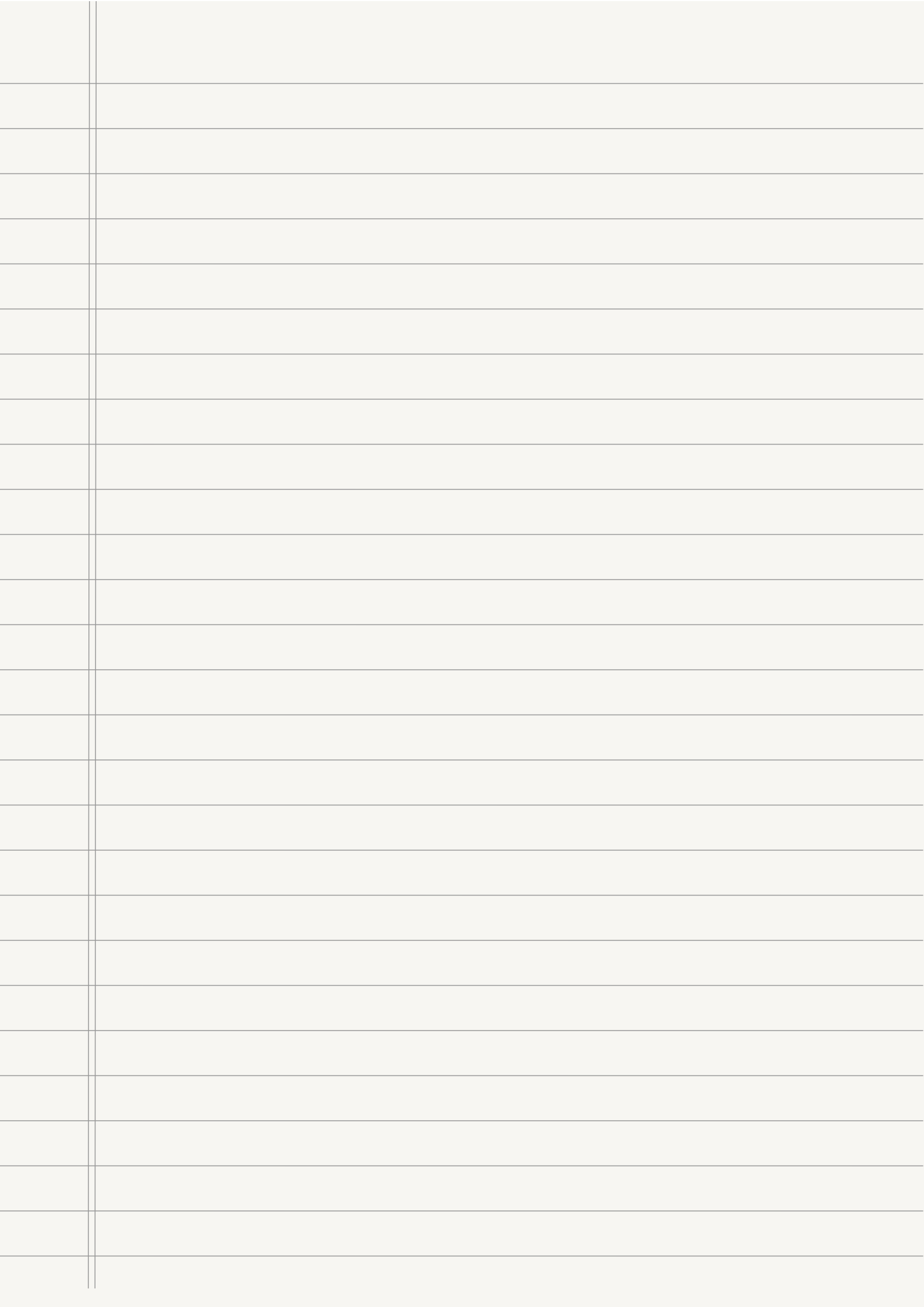
\_\_\_\_\_  
Signature with seal

Place : .....

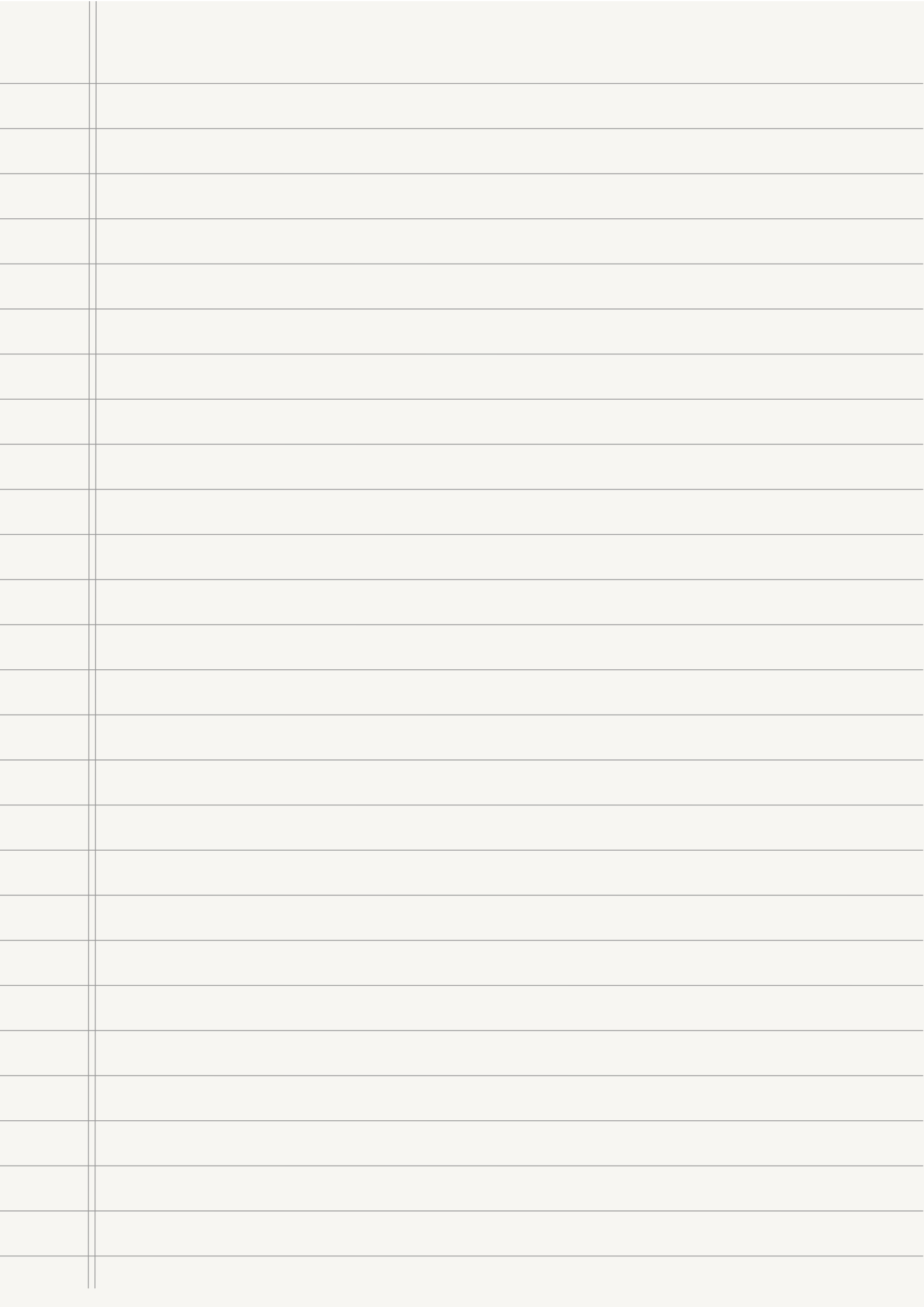
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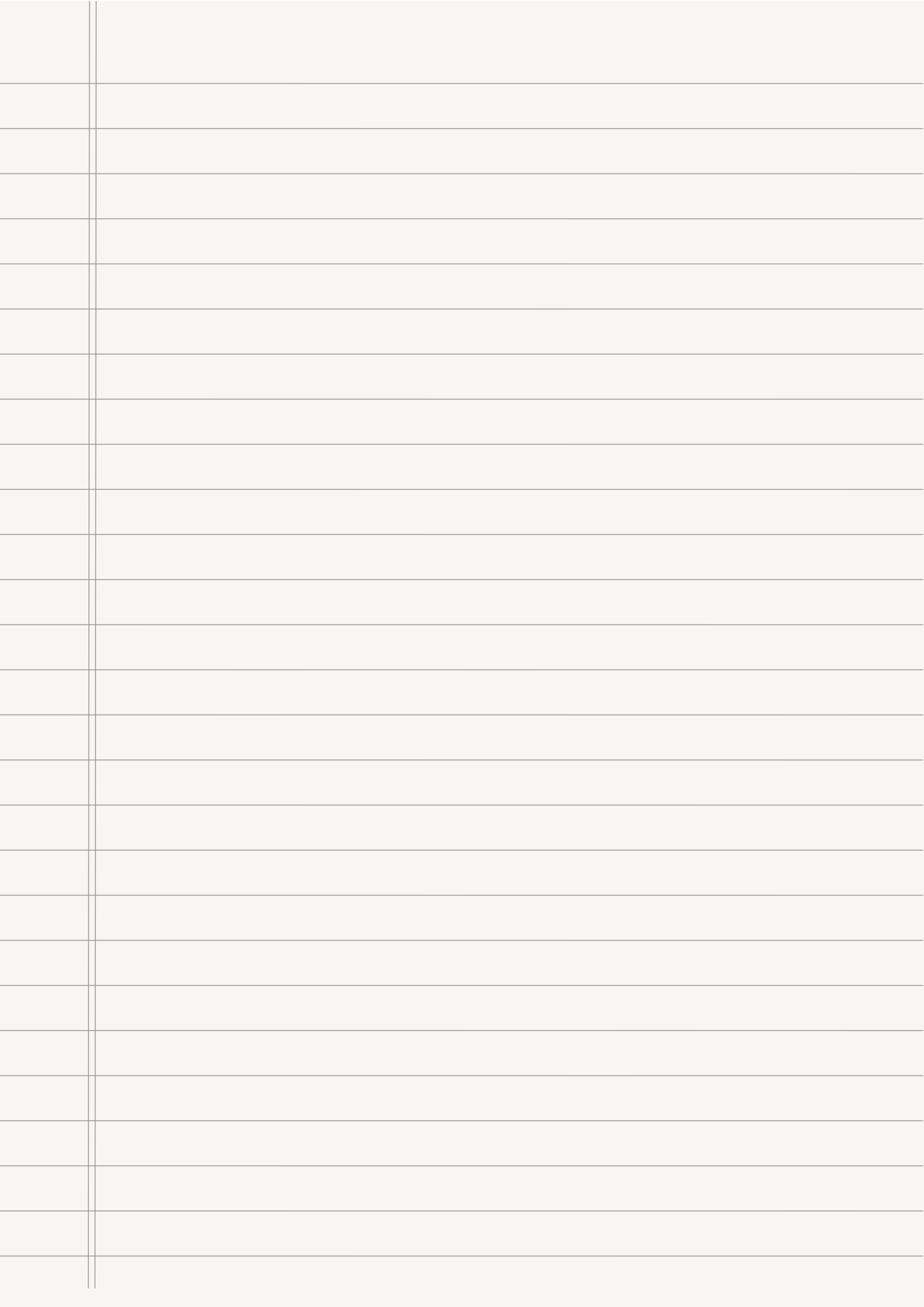
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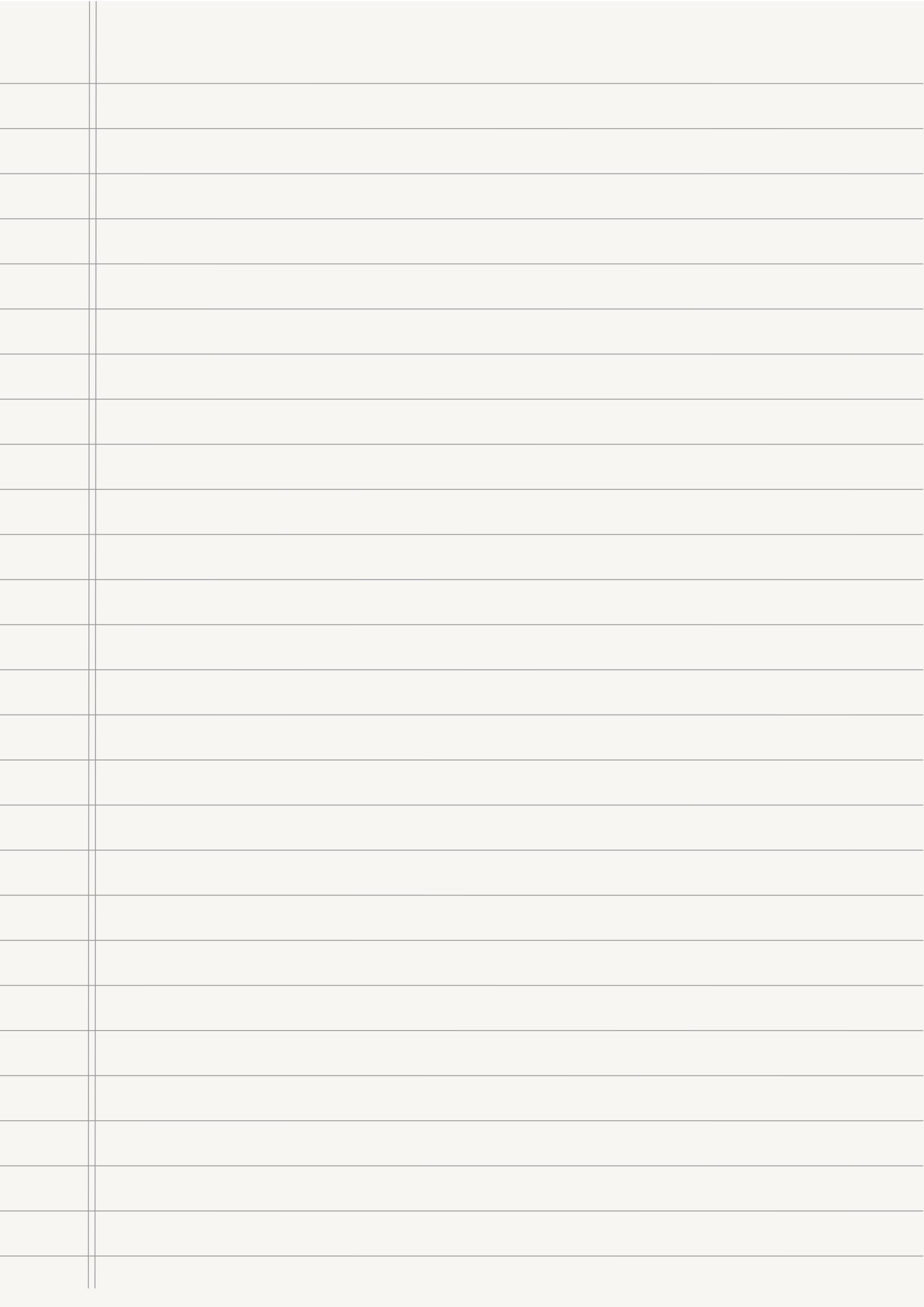
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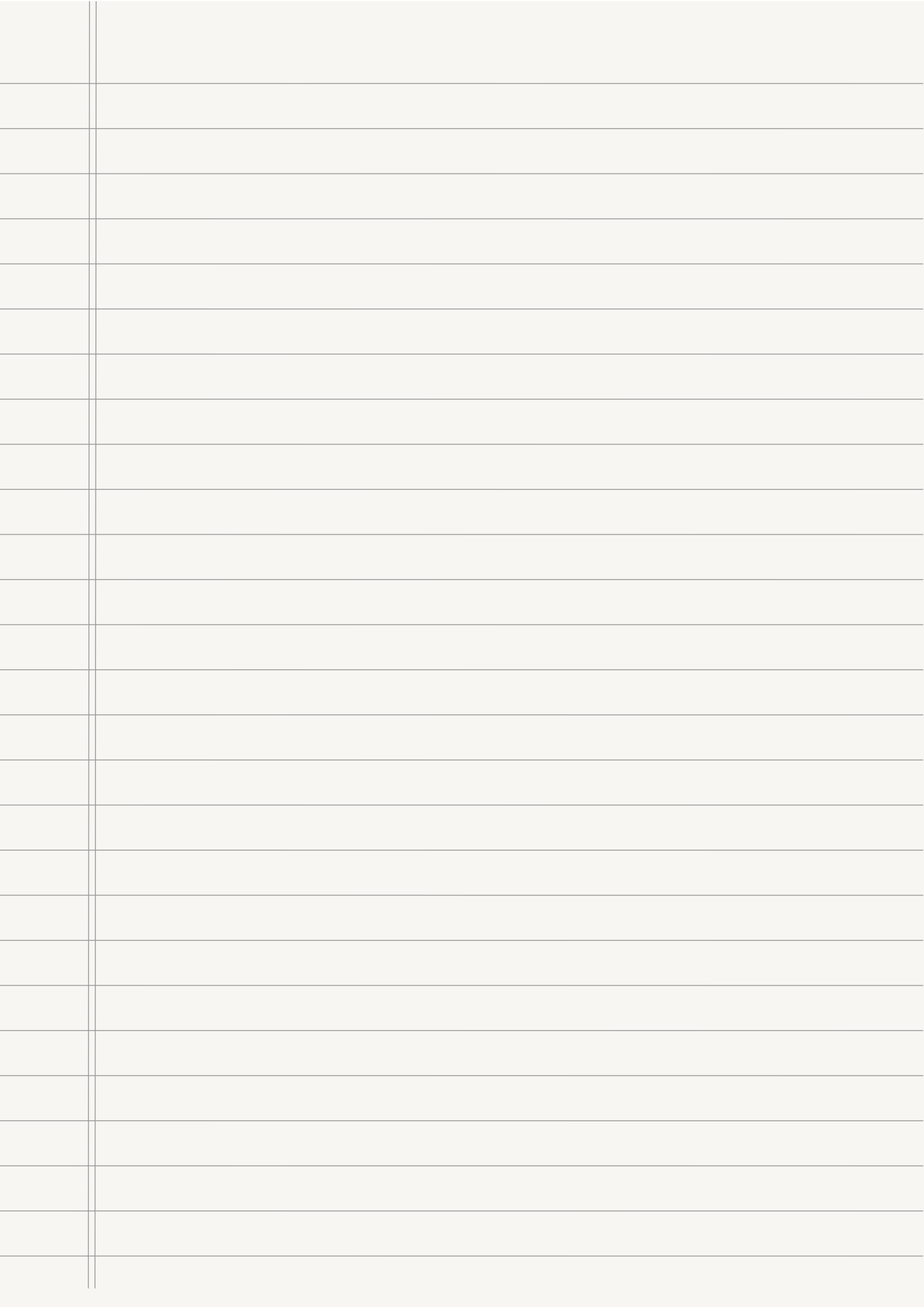


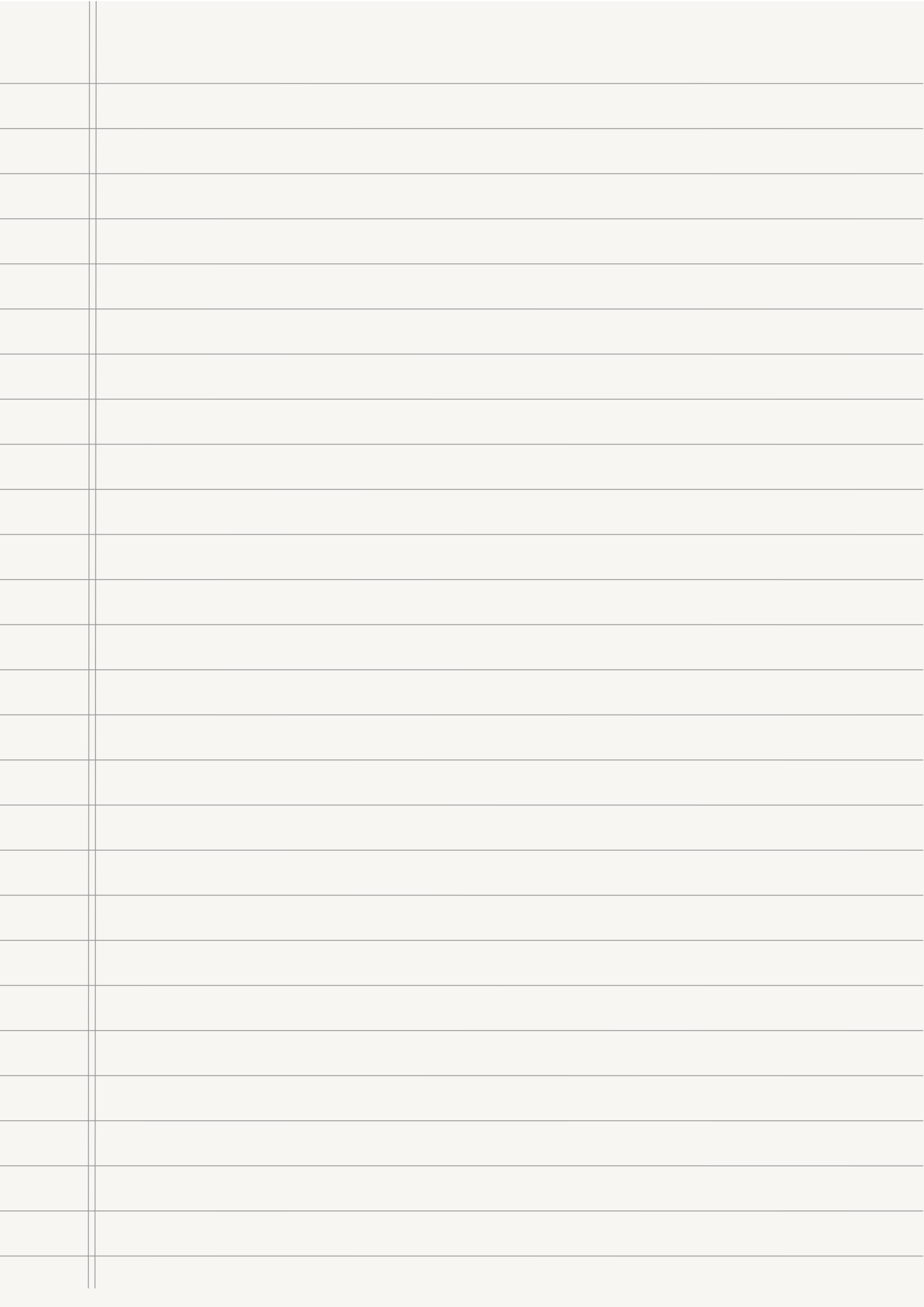














OF EXCELLENCE

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