

APPLICATION FORM FOR HOSTEL ADMISSION

To,
The Principal,
MMCOE, Karvenagar,
Pune -411 052

Respected Sir,

I am hopeful of seeking admission to the Hostel. I have attached a **copy of the latest mark list** with this form. I have read the rules and regulations. I agree to abide by them. I also agree to abide by any other rules as may be enforced from time to time and notified.

(1) **Student Name:-**

(In block capitals) Surname Name Father's Name

Class: FE/SE/TE/BE/ME/MBA-I/MBA-II/Ph. D. **Branch:** ELECT/MECH/E&TC/IT/COMP/AI &DS

Mobile No _____ email id _____

(2) Father's Name & Address: -

Mobile No _____ email id _____

I declare that the above information is correct, I promise and undertake to vacate the hostel at the end of each term period stipulated or if I discontinue my education or if I violate any of the hostel rules and if I am asked to vacate the hostel by the Hostel authorities.

I further promise that I will do nothing inside or outside the hostel and mess that will in any way interfere with their orderly government and discipline and that I shall use my stay in the hostel solely for the purpose of furthering my studies and normal well-being.

DATE:- _____

SIGNATURE OF THE APPLICANT

ENDORSEMENT OF THE PARENT/GUARDIAN

The applicant is my ward. I endorse the application and the declaration made therein. He is seeking admission to the hostel at my desire, and I shall be fully responsible for his behavior.

DATE :- _____

SIGNATURE OF THE PARENT/GUARDIAN

FOR OFFICE USE

Parents / Local Guardian met: Y / N

Hostel Admission Granted / Not Granted:

Hostel Rector

Dean, Student Welfare

Principal

HOSTEL RULES AND REGULATIONS

- Hostel admissions for the first year are done purely on a first-come, first serve basis.
- It is compulsory for the students, seeking admission in the hostel, to introduce their parents or local guardians to the Rector/Hostel authorities at the time of admission.
- Hostel fee receipts need to be preserved and produced at the time of inspection if asked by the authorities.
- The hostel deposit will be refunded only when the original fee receipt is provided by students. The deposit amount is refunded after submission of the 'refund application' form with a photocopy of the bank passbook containing the IFSC code. All Dues arising out of defaults/negligence towards hostel use will be recovered from the deposit.
- Students must be present inside their rooms between:
 - 9.00 pm to 6.00 am for Girl students
 - 9.30 pm to 6.00 am for Boy students

Necessary and strict action will be taken in case of non-compliance. Complete silence should be observed during these hours to facilitate the students' study/rest.

- Students must always carry their college identity card and Hostel identity card with them.
- Students should get prior permission from the hostel rector in case of late coming otherwise necessary action will be taken against latecomers.
- Students should not go out of Pune city limits without obtaining the written permission of the Rector. Parents will be informed, and their permission is necessary in the case of out-station leave.
- Students who remain absent from the hostel shall be dealt on disciplinary grounds which may result in imposing fines and/or vacating the hostel.
- No change of room is allowed without the permission of the Rector.

<hr/> (Signature of the student)	<hr/> (Signature of the Parent / Guardian)
-------------------------------------	---

HOSTEL RULES AND REGULATIONS

- No change in the position of furniture is allowed in the room without the permission of the Hostel authority.
- All students of the room will be held responsible if they damage any furniture or fixture of the room or of the hostel premises.
- Students must turn off the lights, fan and close the water taps before they leave their rooms(to save water and electricity).
- Students should not use any type of Electrical Heating Appliances like Induction stove, Iron etc. in their rooms otherwise these goods will be confiscated.
- Students should keep their rooms clean and tidy. They should also maintain hygienic conditions. Students should make use of Dustbins.
- Walls, furniture and doors, etc. should not be disfigured, damaged or defaced with ink, pencil, chalk or knives etc. Individual or collective penalties may be imposed in case of defaulters. The decision of Hostel authorities on this will be final.
- Students should maintain discipline as well as a peaceful atmosphere in the hostel and mess.
- Students should not bring any outside food in the hostel room nor cook food.
- Students should not play any games such as Cricket, Volley Ball etc. in the hostel.
- Students will be responsible for their personal belongings.
- Students should see that mobile conversation remains as short as possible and does not disturb others.
- Smoking, chewing tobacco, alcoholic drinks are strictly prohibited in the hostel. In case of violation of rules in the hostel or campus, the student (he/she) will be rusticated from the hostel immediately. In that case, the hostel fee will not be refunded or returned.
- Students should not celebrate birthdays or any other events in the hostel.
- Student participation in any kind of commercial/ financial/ business/ political activity is strictly not permitted.

(Signature of the student)

(Signature of the Parent / Guardian)

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING

S.No.18, Plot No.5/3, Karvenagar, Pune-52
*Accredited with "A++" Grade by NAAC | Recipient of "Best College Award 2019" by SPPU
Accredited by NBA | Recognized under section 2(f) and 12B of UGC Act 1956*

HOSTEL RULES AND REGULATIONS

- Hostel fees are charged for the academic year. Students must vacate the hostel rooms immediately after completion of second-semester examinations.
- When a student vacates his/her room before the summer vacation or after withdrawal or expulsion, he/she shall return all hostel furniture and other property issued to him/ her to the rector's office, failing which he/she shall be liable to pay the entire cost of such furniture or other property along with fines, if any.
- Students are not allowed to stay in the hostel during Diwali/Summer/Winter vacations.
- Continuation of admission in the hostel will be done on the basis of the previous year's record of the student (Behavior & academic).
- The rector/Hostel authority reserves the right to change the room of the students in view of convenience and/or maintaining discipline.
- Any suggestion or complaint regarding hostel facilities should be conveyed to the Rector in writing or via the complaint book. The hostel resident should furnish the correct address of the parent/ guardian. Any change of permanent address should be informed to the Hostel Administration.
- Hostel residents shall be given Identity Cards, which must be produced whenever required by the hostel administration.
- The residents are solely responsible for the safekeeping of their belongings. They are permitted to use their locks to secure their rooms.
- As a precautionary measure, the hostel residents shall not bring any valuable things to the hostel and keep cash above Rs.500/-. If anyone receives a huge amount of money from his parents/guardian, he is directed to deposit the excess money in the bank.
- The hostel administration shall not take any responsibility for the misbehavior of the resident outside the hostel premises.
- If the hostel resident leaves the hostel without intimation or does not leave the hostel after instructions, the rector shall break the lock to take possession of the room. In such cases, the hostel resident shall not complain of loss of any of his belongings.
- Each hostel resident shall surrender the room in person at the end of the academic year to the rector.

(Signature of the student)

(Signature of the Parent / Guardian)

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING

S.No.18, Plot No.5/3, Karvenagar, Pune-52
*Accredited with "A++" Grade by NAAC | Recipient of "Best College Award 2019" by SPPU
Accredited by NBA | Recognized under section 2(f) and 12B of UGC Act 1956*

HOSTEL RULES AND REGULATIONS

- Any hostel resident who indulges in any sort of indiscipline, or unlawful acts either in the college campus or outside shall be expelled from the hostel.
- Hostel residents shall not possess/keep in the rooms arms, explosives, inflammable or objectionable materials. The hostel authorities are empowered to check the rooms in case of any doubt/suspicion at any time.
- If any objectionable material is found, disciplinary action shall be taken against the residents concerned.
- The hostel residents should not tamper with the electrical fittings or wirings.
- The cost of replacement of fittings, tube lights, switches, fan rewinding, condensers, etc., shall be charged to the occupants of the room.
- Usage of electrical stoves/ immersion heaters/ iron boxes, etc., in the rooms is strictly prohibited. Anyone found misusing electricity for such purposes shall be liable to pay a fine of Rs.500/- or more.
- The cost of properties damaged/lost shall be collected with a fine from the persons responsible for such damage. If the guilty resident is not identified, the cost of property damaged/lost shall be included in the establishment charges and distributed among all the residents of such hostel block.
- The Hostel Authority has full power to expel any student from the hostel if he/she is found undesirable for any reason to be a resident of the Hostel.
- Medical checkup of all the occupants is carried out by the college every year.
- In case of illness or any other emergency, the students should immediately report to the Rector/Hostel authority for further assistance.
- Any hostel resident, in case of sickness, shall immediately report himself to the warden who shall take necessary steps such as moving the person to the hospital, informing the parents, providing special food as suggested by the doctor, etc.
- Sick students have to apply for room service with the approval from the hostel rector.

(Signature of the student)

(Signature of the Parent / Guardian)

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING

S.No.18, Plot No.5/3, Karvenagar, Pune-52
Accredited with "A++" Grade by NAAC | Recipient of "Best College Award 2019" by SPPU
Accredited by NBA | Recognized under section 2(f) and 12B of UGC Act 1956

HOSTEL RULES AND REGULATIONS

Hostel Mess:

- Mess facility is compulsory for Hostel students.
- Only pure vegetarian food is provided in the mess.
- Mess will be closed on every Sunday evening.
- Mess will also remain closed during Diwali/winter/summer vacations (as declared by the college).
- Meals and breakfast shall be served as per the timings decided upon and notified by the hostel administration from time to time.
- Food shall be served only in the dining halls in the mess. Hostel residents should not take food and utensils outside. If utensils are found in the rooms during surprise visits, the residents shall be penalized without any intimation.
- Any complaint regarding mess should be brought to the notice of the Mess In-charge immediately.
- The hostel residents shall not enter into the kitchen/stores.
- The hostel residents shall be frugal in their habits and shall not waste any food items.
- The hostel residents shall wash their hands at the place meant for the purpose.
- The hostel residents are prohibited from bringing any outside cooked food into the hostel.
- A student who ceases to be such, shall no longer be eligible for membership of the hostel.

Anti-Ragging Rules:

- Students should not get involved in any kind of Ragging activity, otherwise strict action like police complaint, rustication etc. will be taken. (The Maharashtra Prohibition of Ragging Act, 1999).
- The anti-ragging committee and Anti-Ragging squad visits the hostel frequently to ensure RAGGING FREE campus & to maintain discipline.

(Signature of the student)

(Signature of the Parent / Guardian)

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING

S.No.18, Plot No.5/3, Karvenagar, Pune-52
*Accredited with "A++" Grade by NAAC | Recipient of "Best College Award 2019" by SPPU
Accredited by NBA | Recognized under section 2(f) and 12B of UGC Act 1956*

HOSTEL RULES AND REGULATIONS

Guests and Visitors:

- Residents are not allowed to accommodate any non-borders in their rooms.
- Any resident who is found violating this rule shall face expulsion from the hostel.
- Hostel residents are not permitted to entertain any guests in their rooms.
- Parents are allowed to stay in the hostel guest room with prior permission and on payment of charges decided by College authorities.
- Visitors other than parents are not allowed to enter the hostel premises.

(Signature of the student)

(Signature of the Parent / Guardian)

COLLEGE OF ENGINEERING

S.No.18, Plot No.5/3, Karvenagar, Pune-52

Accredited with "A++" Grade by NAAC | Recipient of "Best College Award 2019" by SPPU

Accredited by NBA | Recognized under section 2(f) and 12B of UGC Act 1956

UNDERTAKING BY THE STUDENT

I, _____ am aware of the rules & regulations of the hostel and hereby assure you in writing that I will not indulge or take part in any activities that are detrimental to the smooth functioning of the hostel. I will fully obey the orders of the hostel authority and strictly follow the hostel's rules and regulations. I promise not to indulge in any form of ragging. In case I am found guilty I shall be prepared to leave the hostel immediately without any fee refund.

Date: _____

Signature of the student _____

DECLARATION BY THE PARENTS / LOCAL GUARDIAN

I undertake full responsibility for any misbehavior and act of indiscipline of my ward for which I have no objection to remove him from the hostel without any fee refund and my notice.

Date: _____

Sign of Parents / Local Guardian