

ADMISSION YEAR : 20 - 20

FORM NO.:



AKHIL BHARTIYA MAHESHWARI EDUCATIONAL & CHARITABLE TRUST, PUNE
SETH SHRI GANGADHAR BANSILAL RATHI MAHESHWARI HOSTEL
S. No. 59, Sai Nagar, Lane No. 6, Salve Garden Road, Near Chhatrapati High School,
Sukhsagar Nagar, Katraj, Pune - 411048. Tel : 020-26961100 (PT Reg. No.:E-4636/Pune)
Email : abmectpune@gmail.com Website : abmectpune.in

ADMISSION FORM (All in block letters)

1. Name of Student
2. Father's Name
3. Father's Occupation / Profession _____
4. Permanent Address

State

 Pin Code
5. STD Code and Phone No.

Cell No. (Father/Guardian)

Cell No. (Student)

Anchal : _____
6. Date of Birth

D D M M Y Y Y Y
7. Blood Group _____
8. Driving License (if any) No. _____
9. If having own vehicle, give details _____
(Only two wheeler is allowed in the hostel)
10. If suffering from any chronic disease-details _____
11. If allergie to any medicine-Details _____
12. Details of the Education :
 - a) Name of the educational Institute _____
 - b) Education-Standard / Course _____
 - c) If specialization-give details _____
 - d) Duration of the Course - (no. of years) _____
(Enclose the certified true copy of the mark list of the last examination given)
13. Achievements (if any) in Academics, Sports etc. _____
14. Details of your past accommodation during study (Hostel / Flat etc.) _____

15. Local Guardian Name : _____
Address : _____

- Tel. No. : _____ Cell No. : _____
- Relation : (if any) _____
16. Recommended by _____
17. PAN Card No. : _____ Aadhar Card No. : _____



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Rules & Regulations

A. ADMISSION :

- 1) Application for admission to the hostel should be made in the prescribed form available at the office. The form must be filled in own handwriting by the student.
- 2) The students studying in Pune shall only be eligible for admission subject to rules & regulations of the hostel.
- 3) The application form duly filled in & received in the office within the stipulated time only will be considered.
- 4) The application form should be completed in all respects and should include the required enclosures.
- 5) Admission is not confirmed unless full payment of all fees is made within prescribed time limit.
- 6) Any occupant found to have made a false claim / statement to obtain a seat will be liable to vacate the hostel immediately and the fees paid by student will be forfeited.
- 7) A medical check-up, at the cost of the applicant and with such tests as decided by the management is mandatory.
- 8) C. A. students should submit certificate from their employer along with article ship and registration letter from institute of chartered accountants of India. Employer should certify continuation of article ship with him.
- 9) Students have to vacate the hostel within **three days** of the completion of the academic examination or completion of term whichever is earlier and remove all his luggage and belongings.
- 10) The management shall have the right to reject any application for admission without giving any reason whatsoever.
- 11) The applicant shall affix one photograph on form & after admission two photographs will be given one for I card one for record.
- 12) Every student has to submit all K.Y.C. Documents with Self attested along with admission form.
- 13) If for any reason, luggage, belonging and vehicle are not taken away. following charges will be applicable.
 - a. Rs. 100/- per day will be charged for left out luggage. The luggage will be removed from room and will be stored in common store room. Management will not be responsible for any loss / damage of luggage / belonging.
 - b. Rs. 50/- per day for vehicle parked in the parking area. Management will not be responsible for any loss / damage of the vehicle.

B. PAYMENT OF FEES:

- 1) All payments to the hostel should be made through specified bank challan, which are available in hostel office. also can be directly deposit in to the given bank account details through RTGS or NEFT.
- 2) No payment in cash will be accepted.
- 3) Payments should be made within the stipulated date/s to avoid admission being cancelled.
- 4) Hostel mess is compulsory for the student living in hostel and has to pay the mess deposit and other charges.

C. RE-ADMISSION:

- 1) Re-admission of old students will be considered as per guidelines, application for fresh admission for the new academic year with exception to few faculties.
- 2) It is necessary for the students to apply for admission to the second term at least 30 days prior to the expiry of the first term.
- 3) The applicant's sincerity and academic performance will be considered at the time of re-admission.

D. TEMPORARY ADMISSION

- 1) A student has to vacate the hostel within 3 days of the completion of the academic examination or the term mentioned whichever is earlier. In case of extended stay for educational purpose one has to take temporary admission.

E. REFUND OF FEES

- 1) Fees once paid will not be refunded except of engineering students, who are not able to get admission in Pune colleges.
- 2) If the applicant do not want admission and informed his decision in writing before 31st July an amount of **Rs. 10000/-** will be deducted from the total fees and the balance will be refunded. In case of cancellation of admission after 31st July the fees will not be refunded.
- 3) The security deposit will be refunded to the student when he leaves the hostel permanently. If there are any damages to the property/furniture or any item missing, the cost of the same shall be deducted from the security deposit.
- 4) The hostel will have one term as under : -
15th July to 15th June or on completion of academic examination whichever is earlier.

F. GENERAL DISCIPLINE

- 1) It is the responsibility of the students to keep their rooms, common areas and the surroundings clean.
- 2) Students should ensure that they do not disturb their room mates or others in the hostel at any time and in any manner.
- 3) Students are not allowed to bring any furniture from outside.
- 4) Students using their own vehicles should possess valid driving license, insurance, vehicle RCTC and submit a photocopy of the same to the rector at the time of admission. They should park their vehicles in the parking area only and at their own risk in proper way. Students should not allow use of their vehicle by other students who do not possess valid license.
- 5) Use of four wheelers by the students is not allowed.
- 6) Students should switch off lights and fans when not in use. Radio and walkman with batteries and a table lamp will only be permitted. However, computers (without speaker) will be allowed to be used with prior permission.
- 7) Fixing any nails / posters / stickers anywhere in the hostel premises also in staying rooms is strictly prohibited.
- 8) Birthdays if to be celebrated should be before 9.00 p.m. only without causing nuisance or disturbance to the others.
- 9) The hostel will not be responsible for loss of money, valuables, books, credit cards, mobiles or any belongings of the students.
- 10) Students should lock their rooms when they are not in their rooms.
- 11) Use of mobile in any manner is not allowed between 10.00 pm to 6.00 am, If found mobile will be for taken in custody of management.

G. HOSTEL DISCIPLINE

- 1) Identity card is compulsory for entry/ exit in the hostel.
- 2) If the ID card issued by the hostel is lost by the student, a duplicate ID card will be issued on payment of Rs. 100/-.
- 3) Students should sign the attendance register kept at the office every day within prescribed hours.
- 4) Students should occupy rooms allotted to them within 2 days of such allotment.
- 5) Students will stay only in the rooms allotted to them. No change shall be made without prior permission of the rector/ local committee.
- 6) For ensuring discipline and for convenience, the rector has the authority to change the room allotted to a students even during the term.
- 7) All staff of the hostel should be treated with due courtesy.
- 8) Students should be appropriately dressed, maintain decency and decorum at all time.
- 9) Clothes should not be dried in the corridor.
- 10) Only the lock provided by the hostel has to be used for the rooms. A duplicate key will be retained by rector for inspection whenever found necessary.
- 11) The rector and the management have the right to enter and inspect the rooms at all time without any prior intimation and issue necessary instructions.
- 12) Except for normal wear and tear, students will be held responsible for any loss or damage caused to the furniture, equipment, fittings, utensils, facilities, books etc. provided to them. While leaving the hostel students should hand over possession of items given to them to the satisfaction of the rector.
- 13) In ease of illness / accident the rector should be informed immediately.
- 14) Students should not leave their rooms in the night after 10.00 p.m.
- 15) Attendance of all students is compulsory for meetings, activities and programs of the hostel. No Meeting, activities, campus, get-together, functions, programs etc. can be organized without prior approval of the rector/ management.

H. LEAVE OF ABSENCE

- 1) Student shall not remain out of the hostel between 9.30 p.m. to 6.00 am without the rector's prior permission in writing well in advance. While returning it should be countersigned by the local guardian.
- 2) Students going out of station or staying out of the hostel have to obtain prior approval of the rector / local committee in writing. The students should submit letters from the parents / local guardian while reporting back to the hostel.

I. VISITORS

- 1) Students should ensure that all visitors to them record their entry and exit, with signature in the visitors book maintained for the purpose. Visiting hours are evening 6.00 to 8.00 p.m. Only.
- 2) Parents (Father/Mother) are allowed to stay one day/nights only in the guest room of the hostel, if prior intimation is received. However this is subject to the availability of the accommodation. The parents has to pay the necessary charges as decided by the management for such accommodation. At present the charges @ Rs. 500/-for one day/night.

J. MESS FACILITY

- 1) The mess facility is compulsory for all the students. The student has to abide by the rules and regulation made for the mess. Outdoor food not allowed in hostel.
- 2) Students who are admitted to the hostel are required to take the copy of rules an regulation from the hostel authorities and shall strictly adhere to the same.

K. OTHER FACILITIES

- 1) The hostel will provide common facilities such as hot water during winter season between 6.00a.m. to 10.00a.m.
- 2) The hostel also provides the common facilities-telephone, T.V., Library, Indoor games, Mess etc. All the facilities provided are for the convenience & welfare of the students of the hostel. These cannot be considered as a matter of right. The management has the right to discontinue / stop any facilities without giving notice.
- 3) Incoming phone facility is provided as a convenience to the relatives till 9.30 p.m. only for outgoing calls, the students can use VCC phone facility in the hostel campus till 10.30 p.m. Only.

L. INSURANCE

- 1) In view of the increasing accident rate, the students are advised to have their own mediclaim policy / Road Accident Policy etc. As they may deem fit independently, a xerox of which should be submitted to the hostel office at the time of admission.

M. POWERS OF THE MANAGEMENT

- 1) The Management has full authority to revise the charges for room and other facilities as well as the rules governing the running of the mess without any prior intimation.
- 2) In all matters concerning the hostel administration, the decision of the management will be final and binding.
- 3) The Management may change, alter or amend any of these rules at any time without any notice and may issue fresh rules / orders as are deemed necessary from time to time, the students will be deemed to have read, understood and agreed to abide by these rules.
- 4) The Management of the hostel will not in any way be responsible for the performance or conduct of the student.
- 5) Management is not responsible for any accident or injury or any acts of students outside hostel.
- 6) The Management will terminate admission of any student violating the rules and regulations after conducting internal enquiry and found guilty.
- 7) If it is found by the rector or hostel in-charges that room is not kept clean a fine of Rs. 100 will be imposed on the erring student.

N. TERMINATION OF ADMISSION

- 1) If the student is found practising ragging or bursting, storing crackers, Gambling, damaging any hostel property or involving such activities shall be expelled & removed.
- 2) Tobacco, Panmasala, Alcohol, Non-Vegetarian food are strictly prohibited in the hostel premises.
- 3) A student who violates, encourages or helps others in violating any of the rules and regulations of the hostel, found guilty of indiscipline or misconduct, or disobeys the instructions given by the management shall be expelled and removed from the hostel. In such case the fees paid by him will be forfeited.

O. RESPONSIBILITY OF PARENTS AND LOCAL GUARDIAN

- 1) The parents should meet the Rector or Local Committee at least twice a year to understand the progress of his ward.
- 2) In case of receiving communication from Management about misbehavior, health problem or any other complaint, the parents should immediately act upon.
- 3) The local guardian should meet the Rector at least twice in a term, attend local guardian meetings and be available when called upon by the Management.
- 4) The parents / local guardian shall be responsible for the behavior of the student.
- 5) The parents / local guardian shall pay all the fees, charges, dues of the hostel and the mess in a stipulated time fixed by the management.



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UNDERTAKING FOR HOSTEL FACILITY BY THE STUDENT

I, _____ S/o/D/o _____

_____ do hereby solemnly affirm and undertake

that:

1. ***I shall abide by all the provisions of the hostel and Govt. Act, Statutes,*** Ordinances, Regulations, Rules, Orders, Instructions, Information, Guidelines, Manuals, Code, Circulars etc. in force and as amended from time to time (hereinafter jointly referred to as "the Provisions") of and/or framed by the Government, including hostel and concerned authorities, officers, assigns and employees (hereinafter referred to as " the Management"), The Management will be at liberty to impose any penalty or any disciplinary action(s) on me being found guilty of, any sort of misconduct or indiscipline or disobedience or malpractice within the precincts of the hostel, or any act which is detrimental to the interest of Hostel. The Management, in such case, may discontinue my stay in the Hostel and I shall not be entitled for any refund of Hostel fee paid and I shall also be liable to pay the pending fee, dues, penalty etc.
2. I shall retain the hostel accommodation for the full academic session and if due to any reason I leave the hostel during the academic session, I shall pay the hostel charges for full academic year.
3. I shall not be entitled to claim my admission to the hostel as a matter of right,
4. I am aware that ragging is a criminal offence and is strictly prohibited. I shall not indulge directly or indirectly in any act of ragging in hostels. If I indulge in ragging, the Management may take appropriate disciplinary action (including rustication/expulsion from the hostel) against me and the further legal action as per law of land.
5. I shall not possess, use or deal with any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes, chew gums or any other sedative materials and on being found guilty, the Hostel may take any disciplinary action(s), including rustication/expulsion, against me.
6. I shall be liable to pay for any damage caused by me to the property of the Hostel either alone or jointly with others and face disciplinary action.
7. I shall not keep excess cash and valuables within the Hostel and in case of any loss or damage of cash or valuables, including mobile phones, PC, laptop or any other personal belongings, the Hostel shall not be responsible for any kind of compensation.
8. I understand that parking of vehicles (if allowed) in the hostel will be at my own risk and in case any loss of personal belongings; loss or damage to the vehicle or parts/accessories of the vehicles, the Hostel shall not be responsible for any type of compensation.
9. The Management have the full authority for the inspection of the room, bags, almirahs or any of my personal belongings at any time.
10. I understand that allotted room, floor and other facilities in the hostel may also be changed at any time, as decided by the Management.

11. I shall not allow any unauthorized person to enter or stay in my room.
12. I shall not misuse electricity by using electrical gadgets like irons, heaters, audio players, juicers etc.
13. All type of charges and fee as charged by the Institution are subject to revision from time to time.
14. For any unforeseen issues arising, that is not covered by this Undertaking, or in respect of all the matters, not expressly provided herein, the Hostel may take an appropriate decision that shall be final and binding on me and all other concerned.
15. I am giving this undertaking with full understanding and state that the information given by me above are true and complete to the best of my knowledge and belief and the certificates, documents and other information submitted by me are genuine and nothing has been concealed / suppressed. I understand that if any of the statement made by me above is found incorrect, I shall be liable to such disciplinary action(s) and/ or penalty as may be decided by the Management, notwithstanding legal action under the law of the land. In such case, the hostel fee and other charges deposited by me shall be forfeited.
16. The Management reserves the right to frame, amend, revoke or repeal the Provisions including hostel timing and that will be effective and binding on all the concerned, as decided by the Management from time to time.
17. Playing music/record player etc. loud enough to cause disturbance to his/her neighbour(s) is prohibited. Will liable for applicable fine. Repeated acts will render cancellation of allotment of Hostel room.
18. Garbage and wastage only be put at garbage box available in hostel premises.

Place:

Date:/...../20

.....
(Signature of the Student)

RAGGING IS STRICTLY PROHIBITED

As per the Supreme Court judgement in *Vishwa Jagruti Mission v. Central Government Others* (2001) 6 SCC 577,

AND as per Act of Govt. of AP w.r.t. ragging, ragging is a cognizable criminal offence is strictly prohibited.

If any incident of ragging comes to the notice, the concerned student would be expelled from the Hostel.

Declaration by the student, father / Parents Local Guardian

We have read & understood all the rules & regulation of the hostel. We accept and agree to abide by it.
We further declare that the information given in the form is true & correct to the best of our knowledge.

Date -

Signature - Father/Parents Local guardian Student

Details of Payment

Accommodation booking charges if paid-Receipt No. _____ Date _____ Amount _____

Security Deposit Receipt No. _____ Date _____ Amount _____

For Office Use Only

Allotted Room No. _____

REMARKS IF ANY

Date :

Signature of Hostel Incharge