



भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
BCE Campus, Bhagalpur: 813210
Bihar, India.

Attach Photo
&
Signature

HOSTEL REGISTRATION CUM UNDERTAKING FORM

1.	Name (In Block letter):		Blood Group:	
2.	Academic program:		Roll No:	
3.	Semester:		Department:	
4.	Name of Parents (i) Father (ii) Mother			
5.	Permanent Address:			
		Phone No.:	Email/Fax:	
6.	Local Guardian's Name and Address (If any):			
		Phone No.:	Email/Fax:	
7.	Items :	Received bed, table, chair (Yes/ No):		
		Light & Fan (working/Not working):		

HOSTEL RULES AND REGULATIONS

❖ **BEHAVIOUR AND DISCIPLINE:**

1. Hostelites are expected to display acceptable form of behaviour, maintain discipline and decorum in the hostel complex.
2. Hostelites must return to the hostel by 7:30 pm every day and are not allowed to leave the hostel before 6 am.
3. The institute timings are 9.00 am to 5.00 pm. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission and communicate the information to the Warden in writing.
4. All hostelites will report for the Roll Call every day as per prescribed timings (8.00 pm).
5. No hostelites should see the Director for ordinary matters. Warden of the hostel is the right person for such matters.
6. Hostelites shall not remain absent from their hostels during night without the prior permission of the Warden.
7. Hostelites shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostelite who leave hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Director.
8. Penalty for violation of the rules will be decided by the hostel authorities.

❖ **UPKEEP OF THE HOSTEL**

1. Hostelites are responsible for keeping their rooms and the common areas in the hostels clean and tidy at all times.
2. All fans, lights and electrical appliances must be switched off when not in use.
3. The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.

❖ **VISITORS:**

1. Visitors must register at the security guard house and provide all details and documents as requested by the security guard before entering the hostel premises.
2. Visitors are not allowed to enter the rooms of the hostelites. They are allowed only into the visitors' area.
3. Visitors should leave the hostel premises by 8.00 pm and are not allowed to enter thereafter.

❖ **PROHIBITED:**

1. Boarders of the hostel are not allowed to use any kind of motorized vehicle in the institute premise/campus.
2. No vehicle should be allowed to park within the hostel premises without proper permission of the hostel warden(s).
3. Any damage made to the property of the hostel is to be borne by the defaulter(s), strict action will be taken by the institute authority.
4. Use of any kind of heater, iron, etc. is strictly prohibited.
5. Any type of substance abuse is not allowed. Violating the rule may attract severe penalties.

❖ **SECURITY:**

1. Hostelites are advised to lock all doors at all times for security reason. The hostel management is not responsible for any loss of private property.
2. Hostelites are not permitted to change rooms or sleep anywhere other than in their own room.
3. Any hostelite who find her room-mate missing for more than 24 hours, must report to the hostel warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place. Your cooperation is very much appreciated:

❖ **EMERGENCY:**

In case of any emergency, please contact the security guards at the guard house or call hostel warden. The official phone number of hostel Warden is: **7632995205**

❖ **REVISION OF RULES AND REGULATIONS:**

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelites informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

❖ **COMPLAINTS AND SUGGESTIONS:**

If there are any complaints, it may be lodged in the register kept at the caretaker's desk. Any complaints, suggestions or enquiries are always welcome.

Signature of the Student

Date:

For official use

1.	Name of Hostel:	Room No.:	
2.	Boarders Id card attached (Yes/No):	Id Type:	Id Number:

Signature of Warden/Associate Warden

Signature of Caretaker