



New Gujarat Educational Foundation Trust's
**AHMEDABAD INSTITUTE OF AERONAUTICAL
ENGINEERING & INFORMATION TECHNOLOGY**

Nr Silver Oak Club, B/h Bhavik Publication, S.G. Highway, Gota, Ahmedabad
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Hostel Admission Form

Affix Recent
Passport Size
Photograph

Name in full: _____

Course Admitted for: _____ Roll No. _____ Gender: Male () / Female ()

Permanent Address: _____

City: _____ State: _____ Nationality _____

Phone No(s): (STD Code) _____ (O) _____ (R) _____ (M) _____

Date of Birth _____ Blood Group: _____

Name of local guardian (if any): _____

Address of local guardian (if any): _____

Phone No(s): _____ (O) _____ (R) _____ (M) _____

Declaration

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

Date: _____

Place: _____ Signature of Student: _____ Signature of Parent: _____

For Office Use Only

Fees Details: Receipt No.: _____ Date: _____ Amount: _____

Mode of payment: _____ No.: _____ Bank: _____

Room No. _____ Bed No. _____ Hostel Code: _____

Signature of Rector/Warden.

Institute Seal

Authorised Signatory

RULES AND REGULATIONS

- 1) Admission to hostel will be confirmed only after the student has paid the hostel and mess charges in full.
- 2) Residing in the Institute's hostel / opting mess facility is not compulsory, but once admitted / opted will have to continue for one year. The charges will not be refunded if the student leaves the hostel / mess earlier or is expelled from the hostel / mess for whatsoever reason.
- 3) Students are required to share room.
- 4) Hostel rooms allotted at the time of admission shall not be changed / exchanged during the academic year.
- 5) Occupant is not allowed to do any repairs, unnecessary nailing and pasting pictures / posters on the wall.
- 6) Following furniture is provided in a room
 - (a) One bed (per head)
 - (b) Chairs
 - (c) Writing / study tables
 - (d) Ceiling fan
 - (e) Tube light
 - (f) Cupboard
- 7) The rooms will be handed over to the occupant in a good condition. Any breakage / damage of hostel furniture thereafter will be borne by the occupant.
- 8) Use of premises shall be subject to **the rules and regulations and standing orders of AIAEIT**
- 9) Students are responsible for cleanliness of room and furniture. No rubbish will be thrown around the hostel premises
- 10) Student will be smartly dressed at all times. Torn uniforms, civies, linen are not permitted.
- 11) Room inventory will be signed by the occupants and handed over to the warden / rector and clearance will be obtained before proceeding on leave. Dues if any will be paid out.
- 12) During semester end vacations, hostels will remain close for the renovation process and no student shall remain in the hostel.
- 13) Cooking is strictly prohibited in hostel rooms.
- 14) Food will not be served in the room except in case of sickness. Warden/Rector/Coordinator of **AIAEIT** must be informed of illness / untoward incident.
- 15)

<u>Working days</u>	<u>Sundays & Holidays</u>
Lunch Timings: 09:30 AM to 10:30 AM	Lunch Timings: 11:30 AM to 01:30 PM
Dinner Timings: 07:30 PM to 08:30 PM	Dinner Timings: 07:00 PM to 09:00 PM
- 16) Students will strictly follow the mess timings menu and no request except in case of illness will be entertained for special personal menu.
- 17) Food, crockery, cutlery from the mess shall not be taken in the living/hostel room/dormitory.
- 18) Penalty as deemed fit will be levied on students if utensils from the mess are taken in the room/ found missing
- 19) Visitors will be entertained only with prior permission obtained in writing from AIAEIT office. 2 Photographs with address of guardian / visitors of students to be submitted by the parents to the warden / rector /AIAEIT office. Visitors will enter their names in the visitor's book and will be permitted to meet the student only after the warden / rector endorses it. However they will not stay for what so ever reason in the hostel during night and students request for the same will not be entertained.
- 20) Visiting days will be 1st and 3rd Sunday of the month.
Visiting hours: - Sunday **09:30 AM** to **06:30 PM**.

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

Date: _____

Signature of Student: _____

Place: _____

Signature of Parent: _____

- 21) Parents / Relatives / Friends are not permitted to visit the student during working hours of **AIAEIT**/when classes are in progress.
- 22) Students remaining in the hostel during Institute timings for whatsoever reason without permission are liable to be expelled from the hostel and in such cases the student is not entitled for any kind of refund. Rejoining the hostel will be treated as fresh admission.
- 23) Discipline and Punctuality will be maintained at all times. Institute and hostel rules will be strictly adhered. Lapses in the rules may lead to disciplinary action against defaulters.
- 24) Lights / fans must be switched off when not in use. Water taps should be closed after use. Economical use of electricity and water is mandatory.
- 25) Use of hostel telephone for outgoing calls is not permitted.
- 26) Chewing of pan / tobacco, smoking, consumption of hard drinks/wine is strictly prohibited.
- 27) Unnecessary / unwanted / group discussions / gossips / meetings / abusing / quarreling in the rooms/hostel premises/outside is prohibited round the clock.
- 28) Warden / rector shall visit the rooms whenever need arises. Strict action shall be taken against students found violating any rules.
- 29) Students are advised for their safety, not to play/fiddle with any electrical switches / plugs / fitments etc.
- 30) Students are not allowed to use electrical appliances viz. heaters, stoves etc. in the rooms.
- 31) Any repair/damage/malfunctioning of any electrical appliances is to be reported to the warden/rector. The cost for the same shall be borne by the occupant(s).
- 32) It is mandatory for every student to study during the study hours as mentioned without producing any excuse.
Morning: **08:00 to 09:00 AM** Evening: - **08:30 to 11:00 PM** (during working days)
- 33) Every inmate shall report back to the hostel after out pass at the time given below without fail:-
i) Boys **08:30 PM** ii) Girls **07:30 PM**

The timings shall be followed strictly. Disciplinary action shall be taken against defaulters.
- 34) Students are admitted to the hostel taking into consideration they are medically fit, in case any communicable / fatal disease is brought into notice then the student(s) has to leave the hostel and will be allowed to rejoin only when a doctor's certificate that he/she is medically fit, is produced.
- 35) If any student falls sick, he / she will report to the warden. In case of hospitalisation, a student will be detailed to stay in the hospital for a day after which parents / guardians will stay with student or make necessary arrangements.
- 36) In case of emergency parents can meet Advisor Administration of **AIAEIT**.
- 37) Students are responsible to the security of their money and valuables. They are advised not to keep jewellery/expensive items and excessive cash in their room/on person. Complain regarding damage/loss of such valuables will not be entertained.

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

Date: _____

Signature of Student: _____

Place: _____

Signature of Parent: _____

- 38) Mobile phones, of any type are strictly prohibited, in case need arises student is to bring an application from parents regarding no objection in using mobile phone by the student. In such cases only simple mobile phones will be used by the student (no MMS/GPRS/Video/Camera etc mobiles). If a student is found with such mobiles or using the same for clipping photos/videos for illegal purposes/in illegal ways, his/her phone will be detained/apprehended and will be handed over to his/her parents & if found for the second time the phone will be confiscated and shall not be returned back.
- 39) Students seeking leave are to fill in their application forms atleast two days in advance. Urgent/immediate applications for leave will not be entertained except in case of sickness/untoward incident and such similar cases. Students will leave the Institute/hostel only if the leave is sanctioned and after reporting to the warden/rector. It's mandatory for the student's to show the sanctioned leave applications to the warden/rector.
- 40) In case need arises to extend the sanctioned leave, student(s)/parent(s)/guardian(s) are to phone and inform the same to the concerned authorities/fax an appropriate handwritten application duly signed at AIAEIT office.
- 41) Students remaining out of the hostels / going to their native place / local guardians / relatives / friends house / place without permission shall attract a penalty of Rs 100/- per day. Students will be warned to follow the hostel / mess rules. Subsequent violation of the rules will lead to cancellation of admission from the hostel / mess facility and in such cases the student is not entitled for any kind of refund.
- 42) Student escaping from the hostel after reporting time through illegal ways and means without intimation, for whatsoever reason is liable for disciplinary action or banished from the hostel or mess or both without any refund.
- 43) No students / parents / guardians / friends / visitors / outsiders will enter the hostel campus/stay in the hostel without prior permission in writing from the AIAEIT office.
- 44) Guests are not permitted to stay in the hostel. Students of opposite sex are not permitted to enter the hostel premises. Students of the Institute/hostel/locals are prohibited to meet the hostel girls on any pretext what so ever, without prior permission of the Coordinator of AIAEIT in writing.
- 45) All the rules and regulations are made / prepared for the convenience, betterment and safety of the students. Violating any of the rule(s) will lead to disciplinary action as per respective rules. Institute/hostel/any of the part functioning/allied to the same will not be responsible/entertain in case of theft of any sort/FIR launched against any student(s) or any mishap caused/happened with the student(s) due to violation of any of the rule(s) of the Institute/hostel/mess or any part functioning/allied to the same.
- 46) Students shall abide by the rules and regulations formed / altered from time to time.
- 47) Parents/guardians are advised to motivate and guide their ward(s) to abide by and follow all the rules and regulations of the Institute/hostel/mess or any part functioning/allied to the same.
- 48) No student holds the right to abuse / quarrel with other student(s) / people associated with the hostel and mess. Any kind of complaint regarding hostel / mess, its cleanliness etc is to be made in the AIAEIT office in writing.
- 49) Any matter of dispute regarding the hostel/mess or the persons associated with it is to be brought to the notice of the management of AIAEIT on occurrence.
- 50) The caution deposit of Rs 2000/- will be refunded only after the student leaves the hostel and obtains clearance from the AIAEIT office. Any damage caused to the hostel property, the cost of the repairs will be deducted from the caution deposit.

We have read all the rules and regulations mentioned by the Institute and are acceptable to us and will abide by them.

Date: _____

Signature of Student: _____

Place: _____

Signature of Parent: _____