

## Request Application for Hostel Accommodation

Date: \_\_\_\_\_

To  
The Director  
IMPACT College, Patna

Subject: Requesting to grant me seat at your College hostel

Respected Sir,

I, \_\_\_\_\_ a BCA/BBA/BCP/BMC student of IMPACT College, Patna for academic session \_\_\_\_\_ my registration number \_\_\_\_\_ and roll number \_\_\_\_\_ are allotted by University and College respectively. My permanent address is being given below:

C/O :  
House Name :  
Street Name :  
Village Name :  
Block Name :  
Police Station :  
District Name :  
Pin code :  
Contact Number :

I am desperately in need of hostel accommodation to continue my study properly. Therefore, you are requested to grant me a seat at your College hostel and oblige thereby. I hope you would be generous enough to take decision in my favour. I ensure that I comply with hostel's rules and regulations made by hostel authority from time to time.

Thanking you.

Yours faithfully,

Signature with date

Name:

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### Hostel rules and regulations

**Following are rules and regulations of IMPACT hostel that must be followed by residents, pursuing undergraduate course from IMPACT College, Patna.**

1. The student shall pay hostel fee for six months in advance at the time of admission to the hostel. Hostel fee will be paid half yearly in advance.
2. The residents are required to inform the hostel superintendent/authority in writing at least three months before vacating College hostel.
3. The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including garbage in such places or any premises in the hostel, except in the dustbin.
4. Keeping the hostel room clean and dirt-free rest with the residents and they are expected to give good cooperation in maintaining hostel clean and tidy.
5. Ragging in any form whatsoever is strictly banned.
6. Guests are allowed in hostel only with prior permission of the hostel superintendent/authority.
7. The students are strictly prohibited to bring, store, possess, consume or drink any alcohol, intoxicating drink, drug or substance of any kind. The same shall apply to visitors also.
8. Possessions, distribution and use of fire-arms, lethal weapons, blunt, harmful and illicit objects, air gun etc. are strictly prohibited in the hostel.
9. Residents are not allowed to keep electric appliances such as heater, iron, oven, etc in the rooms without obtaining written permission from authority.
10. Vandalism is a very serious offence. Strict action will be taken against students if found guilty of committing such offence.
11. In case of damage to or loss of hostel property, the cost will be recovered from the wrongdoers or responsible persons.
12. Any act of uploading derogatory remarks and image or ridiculing a person will invite disciplinary action.
13. Use of wifi facility for academic purpose only.
14. Residents are not allowed to shift from room allotted to them to another without written permission.
15. Residents are not permitted to entertain the visitors at the hostel gate.
16. Hostel authority reserves the right to break open the room in case of emergency and violation of rules.
17. Students are advised to not keep heavy cash and valuable items in the room and they are responsible for their belongings.
18. Play of loud music is not allowed and ensure your any of activity does not disturb the inmates and others outside premises.
19. Rooms are allotted to students on their personal responsibility.
20. Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises.
21. Upholding the dignity of IMPACT College, all residents are required to maintain discipline on the campus and they must reflect sense of responsibility within and outside of hostel premises.
22. The residents will have their breakfast in the morning, lunch and dinner at night, according to the menu which has been put on hostel notice board.
23. Residents are not allowed to enter the kitchen.
24. Residents are advised to follow the rules and regulations made by Superintendent/authority from time to time for the betterment of the hostel.
25. All the residents are instructed to go along with the hostel rules and regulations strictly. The Hostel superintendent/authority reserves the right to terminate the occupancy of hostel students for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities.

Name & Signature of the Student  
College Roll No./Registration No.  
Contact No.

Name & Signature of the Guardian  
Contact No.

## Student's Declaration

Date: \_\_\_\_\_

I \_\_\_\_\_ do hereby declare that I have gone through aforesaid hostel's rules and regulations and make sure to comply with them strictly without exception. The mentioned rules and regulations are particularly important to me and violation, thereof, will be regarded as cause of disciplinary or even legal action.

Name :  
Stream :  
Session :  
Registration No. :  
College Roll No. :  
Contact No. :  
Details of local guardian (if any):

Yours faithfully,

Signature of Student

### Undertaking by Guardian

I \_\_\_\_\_ do hereby declare that my **Son/Daughter/Ward** \_\_\_\_\_ is a **First Semester/Second Semester/Third Semester/Fourth Semester/Fifth Semester/Sixth Semester** student of **BBA/BCA/BCP/BMC** at IMPACT College, affiliated to Aryabhata Knowledge University, Patna.

**His/her** Registration No./College Roll No. is: \_\_\_\_\_ for academic session \_\_\_\_\_

Before she/he is granted a seat at hostel, I had gone through all hostel's rules and regulations **and agreed with them under no pressure.**

I ensure my good cooperation with hostel authorities and I will provide all medical information if any, related to my **Son/Daughter/Ward** to the hostel superintendent/authority or official concerned.

I will be available on call and my promise of visiting the College hostel and taking care of my **Son/Daughter/Ward** as and when required will be maintained.

The present status of health conditions of my **Son/Daughter/Ward** are being provided below:

With Regards

Guardian's Signature :

Guardian's Name :

Permanent Address :

Relationship with student :

Specify the medical conditions of your Son/Daughter/Ward (if any):

Contact No./Whatsapp No. :

Email :

**Details of local guardian (if any) -**

Address :

Contact No. / Whatsapp No. :