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# Standard Operating Procedure

## For

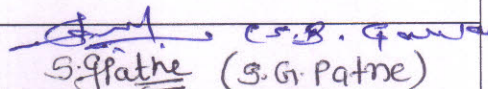
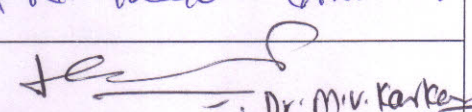
# GIT Hostel Admissions

Authority	Signature
Prepared By:	
Approved by:	
Reviewed by:	

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Authority	Signature
Prepared By: Warden Shivnori Hostel Warden Ajinkyatarra	 S.G. Patne (S.G. Patne)
Approved by: Registrar	A.N. Thakur (A.N. Thakur)
Reviewed by: Principal	 Dr. M.V. Karke

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## **1. OBJECTIVE**

1. To ensure that Hostel admissions are done as per GIT Hostel rules.
2. To ensure that Hostel admissions take place in correct manner and only eligible students take hostel admissions.
3. To facilitate the hostel admissions of the students willing to join Hostel only for Exam period.
4. To decide the policy of Issuing Rector Certificate for the students for office use.
5. To ensure that students complete admission formalities within schedule, with minimum time spent in queue and without fuss.

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## 2. SCOPE

1. Students eligible to get admission to First Year and Direct Second Year in GIT.
2. Students eligible to get admission to Second Year, Third Year and Final Year Engineering based on earlier year results and discipline maintained at hostel in previous year.
3. Students, who have applied for revaluation.
4. Dropper students are not eligible for hostel admission.

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### 3. RESPONSIBILITY

1. Accounts Officer: To ensure that correct tables of fees chargeable to students are prepared depending on Hostel room category.
2. Hostel Warden: To ensure that only eligible students are admitted in hostel. To ensure that hostel fees paid by the student is equal to hostel room category.
3. Assistant Hostel Warden: To help the hostel warden to ensure that only eligible students are to be admitted in hostel.
4. Security :- To check attendance of every student daily between 9.00.p.m and 10.00.p.m.
  - To check in/out gate form of the students while coming in & out (over written, gate passes not signed by warden/class teacher/HOD and not be entertained by security on gate).
  - Late comers are to be reported to HOD and warden.
  - Restrict the students from late night (after 9.00.p.m for Boys and after 7.30.p.m for girls) roaming.
  - To stop the shouting of student and misbehaving with other students .
5. Registrar : Review & Overall
6. Principal : Final & Overall

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#### 4. CROSS REFERENCE

##### Hostel Admission to Regular students

1. Hostel Admission Schedule will be displayed at the end of the previous academic year.
2. Student have to contact warden and provisionally to book their seats according to room type i.e. 4 seated, 3 seated, 2 seated and 2 seated attached toilet bathroom.
3. Students seeking admission will have to purchase hostel admission form & obtain pay-in-slip from cash counter according to room type. Make payment of total fees in Saraswat Bank, obtain receipt of payment from the bank, submit bank receipt at GIT Cash Counter and obtain payment receipt from GIT Cashier.
4. Newly admitted student have to pay mess deposit in Saraswat bank.
5. Then the student has to submit duly filled admission form to hostel warden with required attachments.
6. Hostel warden will then allot the room to the student.

##### Provisional Admission

1. The students, who are not eligible for admission as regular students due ATKT rules of University of Mumbai, but wish to attend classes, have to take provisional hostel admission. Provisional admission will be subject to pending revaluation application.
2. Such students will have follow hostel admission procedure as above.
3. In case of positive revaluation result, student can continue his/her admission.
4. After revaluation result if the student is not eligible to continue the term in that academic year, then his/her hostel admission will be cancelled and his/her hostel fees will be refunded proportionately considering calendar month.

##### Hostel Admission for Exam period

1. Those student who want to take hostel admission only during exam period, have to obtain NOC from concerned hostel Warden & Registrar.
2. Such students will follow the admission procedure as above.


##### Hostel Mess :-

1. Every student will have to pay mess charges right at the beginning of the month (i.e 1<sup>st</sup> week of the month) to the mess contractor.
2. Students are supposed to enjoy the food in their respective messes only.
3. Mess defaulter will not be allowed to stay in the hostel.

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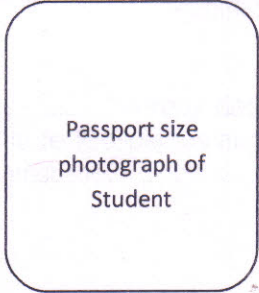
## 5. FORMATS

1. Hostel Admission form
2. NOC for Exam Period Hostel Admission.
3. Students Undertaking.
4. Anti-ragging affidavit.

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## HOSTEL ADMISSION FORM



Name of Student : .....  
Surname
First Name
Father's Name
Mother's Name

Permanent Address : .....  
 .....

Local Address : .....  
 .....

**Contacts**

	Landline		Mobile
	Residence	Office	
Parents			
Local Guardian			
Student		NA	

Branch/Course : ..... Year: .....

**For Office Use Only**

**Details of Hostel Admission**

Shivneri / Raigad / Ajinkyatara Room No. .... Floor .....

Institute Fees: Receipt No..... dated ..... Amount .....

Hostel Fees: Receipt No..... dated ..... Amount .....

Mess Deposit: Receipt No..... dated ..... Amount.....

\_\_\_\_\_  
Accounts Dept.

\_\_\_\_\_  
Name & Signature of Hostel Warden



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Declaration (By Student)

I, Mr./Ms..... hereby declare that I will follow all the Rules & Regulations mentioned in Hostel & Institute Prospectus and if I fail to do so, the Institute has every right to take appropriate action against me.

Date:


\_\_\_\_\_  
Signature of Student

Declaration (By Parent / Guardian)

I, Mr./Mrs./Smt..... declare that I will be responsible for any kind of misbehavior or misconduct of my ward inside and outside the college campus & Hostel. I will not raise any objection against the actions taken by the authorities.

Date:

\_\_\_\_\_  
Signature of Parent/Guardian

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GHARDA INSTITUTE OF TECHNOLOGY  
 A/P: LAVEL, TAL.KHED, DIST.RATNAGIRI.  
 Tel.: 02356 - 262795 – 99, Fax: 02356 – 262980



Website: www.git-india.edu.in, Email: principal@git-india.edu.in

**NOC for Exam Period Hostel Admission**

Date. / /

To,  
 Principal,  
 GIT, Lavel.

Subject:- Hostel accommodation during exam period.

Applicant:-----

Respected sir,

I am student of..... appearing for.....sem exam in .....20...., want to stay in hostel for exam period from .....to.....as per rules of the college. I shall abide by the rules and regulation of the hostel during my stay. I shall not involve in any unsocial activity. If found, I agree for the disciplinary action taken against me. At the time of vacating the hostel after exam, I will follow the exit procedure.

Thanking you,

Yours Faithfully.

Name.....

Sign.....

Hostel Room Capacity:.....

Duration in Month:.....

Warden

Registrar

Principal

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**Students Undertaking**

Hostel Admission form No. ....

I ..... son/Daughter of .....  
 have been allotted room no. .... in ..... hostel. I have been admitted  
 to ..... year ..... branch. The following items have been provided to  
 me by the institution during my period of accommodation i.e. academic year - - - - -  
 .....

Sr. No.	Items provided to the students by the institution (with code No.)	Signature of Student	Signature of Warden

I hereby undertake that I will be fully responsible for loss and/or damages, if any, of above mentioned items provided to me & I will follow all the rules of the hostel given to me orally as well as in writing from time to time.

Signature of the student with date

Note : Please go through the back page also

I further undertake that

1. I shall not indulge myself in sabotage activities at hostel as well as in college campus.
2. I shall not permit any outsider or non hosteller to stay in my room or any other place at hostel.
3. I shall not consume alcohol or any other kind of anesthetic drugs/smoke or keep any item in my room or anywhere in the hostel.
4. I shall not create hindrances/interruptions by shouting, gathering, playing Cricket, Football or any other game which will be detrimental to the health of Academic atmosphere as well as study hours.
5. I shall not instigate the students against the management.
6. I shall turn up regularly for attendance in the hostel.
7. I shall not bring /consume outside food in hostel ignoring the mess facility. I shall avail the mess facility till the end of academic year compulsorily.
8. I shall not loiter here & there or near the hostel gate ignoring the study hours.
9. I shall follow the Exit/Entrance time of hostel strictly while going out.
10. I shall support & co-operate the administration in creation of high quality of academic atmosphere.
11. I shall not involve in ragging activities.

If I failed to comply with the undertaking, the quantum of punishment/penalty as decided by management will be acceptable & binding on me.

Signature of Students

Parent's Mobile No.....

Name :.....

Parent's Landline No.....

Date: .....

Home address .....

For communication .....

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**ANTI-RAGGING AFFIDAVIT BY THE STUDENT**

**ANNEXURE – I  
 AFFIDAVIT BY THE STUDENT**

I, ..... (Full name of the student), Registration No....., s/o – d/o Mr. / Mrs. ....(Full name of Father/Mother/Guardian)

1. Having been admitted to GHARDA INSTITUTE OF TECHNOLOGY have received a copy of the AICTE regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations. I am hosteller student and I have been allotted Room No..... in .....Hostel.
2. I have, in particular, perused clause 3 of the Regulations and I am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this.....day of ..... month of ..... year .....

Signature of Deponent

Name: .....

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**VERIFICATION**


Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at .....(place) on this ..... (day) of ..... (month) ..... (Year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this .....(day) of .....(month)..... (Year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

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**ANTI-RAGGING AFFIDAVIT BY THE PARENT / GUARDIAN**

**ANNEXURE – II**  
**AFFIDAVIT BY THE PARENT / GUARDIAN**

I, ..... (Full name of the parent / guardian) Father / Mother / Guardian of  
 ..... (Full name of student) Registration No.....

1. Having been admitted to GHARDA INSTITUTE OF TECHNOLOGY have received a copy of the AICTE regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations. My ward is hosteller student and he/she has been allotted Room No..... in .....Hostel.
2. I have, in particular, perused clause 3 of the Regulations and I am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - (a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that in case the declaration is found to be untrue, I am aware that admission of my ward is liable to be cancelled.

Declared this.....day of ..... month of ..... year .....

Signature of Deponent

Name & Address.....

Telephone/Mobile No.....

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**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at .....(place) on this ..... (day) of ..... (month) ..... (Year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this .....(day) of .....(month)..... (Year) after reading the contents of this affidavit.

**OATH COMMISSIONER**