

# CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT

1. STUDENT NAME: \_\_\_\_\_

2. DEPARTMENT: \_\_\_\_\_

3. FATHER'S NAME: \_\_\_\_\_

4. ROOM NO: \_\_\_\_\_

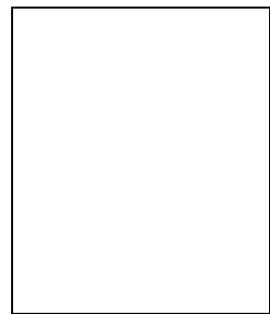
5. LOCAL GUARDIAN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL. / M.NO: \_\_\_\_\_



(SIGNATURE OF LOCAL GUARDIAN)

# **CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT**

## **ADMISSION FOR BOYS HOSTEL**

1. Name in Block Letters :- \_\_\_\_\_

2. Department :- \_\_\_\_\_

3. Father's Name :- \_\_\_\_\_

4. Occupation :- \_\_\_\_\_

5. Permanent Address :- \_\_\_\_\_  
\_\_\_\_\_

6. Telephone :- Off. \_\_\_\_\_ Resi \_\_\_\_\_

7. Local Guardian's Address :- \_\_\_\_\_  
\_\_\_\_\_

Tele No. Off. \_\_\_\_\_ Resi \_\_\_\_\_

### **Declaration (Detailed Overleaf)**

1. I promise to abide by the Hostel Rules as made applicable to the Institute hostel and such other rules as may be made by the Principal/Secretary/Hostel Superintendent from time to time.
2. I declare that I am applying for admission at the wish of my Parent/guardian and in consideration of the said application being admitted. I, the said parent guardian, do agree to be jointly and severally responsible for the due and prompt payment of the Hostel and mess dues and other dues and to indemnify Govt. and this Institute to which the said application may be admitted, in respect of all loss, damage or expenses, resulting from delay and failure to make any such payment or as the result of the particulars given above proving incorrect.
3. I shall continue to stay in the hostel for the entire academic session.

Signature of Parent

Signature of Student

### **FOR OFFICE USE ONLY**

Checked and allotted Room No. \_\_\_\_\_

Admitted

Hostel Supdt.

Principal/Secretary  
Chandigarh Institute of Hotel Management,  
Chandigarh

## **RULES FOR BOYS HOSTEL**

1. The hostel accommodation will be given to the students on the merit basis and as per seats allocated department-wise by the Institute Authority.
2. The students who are allotted seats in the hostel will have to continue for full session.
3. The Institute will provide sharing accommodation with cots, chairs and tables to the hostellers. However, the bedding, linen, tumbler, thermos, bucket, etc. will be brought by the student. The students will be responsible for the up keep of the Institute property and the articles issued for use in the hotel, any type of damage to the property/articles, the cost will be recovered from the students.
4. The hostlers are not allowed to keep any valuable articles such as jewelry, heavy cash, expensive electrical/electronic gadgets etc. in their rooms. The Institute under no circumstances will be responsible for the loss of any valuable articles, however Any hostellers found to be violating of the above rules will be liable for disciplinary action.
5. Consumption of alcoholic drinks, drugs and gambling are prohibited. Bottles other than plastic are not allowed to be kept in the room. Objectionable materials (magazines/cassettes/CDs/Weapons etc.) are not allowed to be kept in the hostel room.
6. All hostellers should carry their identity cards issued by the Institute, even while going out or to the mess during free times the students are not permitted to wander in the other parts of the Institute building.
7. Hostel students should not write anything on the walls, doors or windows or cause any damage to the Institute property. Shouting/demonstration is prohibited.
8. No electrical appliances are permitted to be used in the rooms, in case of default the students will be liable for fine or disciplinary action as decided by the Institute Authority.
9. The hostellers will submit the form/undertaking in duplicate duly filled in all respect alongwith photographs, specimen signatures of the visitors who will be authorized to meet the hostellers by their parents or guardians. No person other than the authorized ones will be allowed to meet the hostellers.
10. Non hostellers and guests are not allowed to visit/stay in the girls hostel. Incase any outsiders/day scholars are found visiting/sitting in anyone's room they will be liable for fines or disciplinary action as decided by the Principal.
11. Students are required to instruct their friends and relatives not to call them on the office telephone during working hours unless in case of emergency.
12. The students are required to keep their rooms locked while going outside. The students are further required to be economical as far as possible in using the water and electricity and keep their rooms clean and tidy all the times. The hostellers are not allowed to use any type of heater/stove/electrical gadget/meddle with the fittings in their rooms.
13. Ragging is not permitted, anyone found indulging in such activities will be liable for severe disciplinary action.
14. The hostellers are not allowed to keep any type of vehicle in the Institute. In case any body wants to keep/use the vehicles she will have to take the prior permission from the Principal for the same.
15. The dining in the Mess is compulsory for all the students residing in the Hostel Accommodation. The other rules of dining in the Mess and timings will be intimated by the Mess Incharge separately.
16. The hostellers must leave the Hostel at 8.45 AM on working days to attend the classes.
17. Any change in the rules and regulations will be intimated from time to time.
18. Permission to go home would be granted by the warden only after she/he gets the consent of the parents over the phone.
19. Permission for the weekend outings to be taken from the warden on the last working day of the week (Friday) in the college itself. No student to approach the warden at her/his residence for the grant of permission on weekends.
20. In case of any ill health the student would be taken immediately to the nearest hospital but the expenses of the medicine incase of any treatment have to be borne by the student himself/herself.
21. Each hosteller is required to perform specific duties in the mess on rotation basis as per the directives of the mess in charge.
22. Hostellers are required to switch off the lights and fans when not in use as power backups will remain active only for four hours. While leaving the hostel on the completion of the term, hostellers are required to handover their room to the Maintenance Incharge and obtain No Dues Certificate. The amount of any damages will be recovered from hostel caution money.
23. For the allotment of the room in the hostel, decision of the warden will be final and binding for all the hostlers.
24. The hostel management reserves the right to make spot checks without having to give prior notice to the students.
25. Hostellers are advised to lock all doors at all times for security reasons.
26. Hostellers are not permitted to change rooms or sleep anywhere other than in their own room.
27. Hostellers are not permitted to undertake any part-time job or join part time courses unless with approval of Hostel Warden.
28. No Student will be allowed to leave the Hostel without the telephone call arrival from Parents/Local Guardian from the Mobile no given in the Hostel form.

Signature of Parents

Signature of Student

# CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT

Hostel fee will be accepted only after depositing the Hostel Form

## ADMISSION FOR GIRLS HOSTEL

1. Name in Block Letters :- \_\_\_\_\_  
2. Department :- \_\_\_\_\_  
3. Father's Name :- \_\_\_\_\_  
4. Occupation :- \_\_\_\_\_  
5. Permanent Address :- \_\_\_\_\_  
\_\_\_\_\_ Tel. No. \_\_\_\_\_  
6. Name of the Local Guardian's :- \_\_\_\_\_  
Address & Tel No. \_\_\_\_\_  
Off. \_\_\_\_\_ Resi \_\_\_\_\_

(Change of address must be intimated to Hostel Supt.)

List of authorized visitors alongwith photographs.

Sr. No.	Name & Designation	Address	Tel No.	Specimen Sign of Visitor
1.				
2.				
3.				

Photo

Photo

Photo

### Declaration (Detailed Overleaf)

1. I promise to abide by the Hostel Rules as made applicable to the Institute hostel and such other rules as may be made by the Principal/Secretary/Hostel Superintendent from time to time.
2. I declare that I am applying for admission at the wish of my Parent/guardian and in consideration of the said application being admitted. I, the said parent guardian, do agree to be jointly and severally responsible for the due and prompt payment of the Hostel and mess dues and other dues and to indemnify Govt. and this Institute to which the said application may be admitted, in respect of all loss, damage or expenses, resulting from delay and failure to make any such payment or as the result of the particulars given above proving incorrect.
3. I will allow my ward to travel to hometown at her own responsibility as and when required.
4. I shall continue to stay in the hostel for the entire academic session.

Signature of Parent

Signature of Local Guardian

Signature of Student

### FOR OFFICE USE ONLY

Checked and allotted Room No. \_\_\_\_\_

Admitted

Hostel Supdt.

Principal/Secretary  
Chandigarh Institute of Hotel Management,  
Chandigarh

## **RULES FOR GIRLS HOSTEL**

1. The hostel accommodation will be given to the students on the merit basis and as per seats allocated department-wise by the Institute Authority.
2. The students will have to continue for full session who are allotted seats in the hostel.
3. The Institute will provide sharing accommodation and cots, chairs and tables to the hostellers. However, the bedding, linen, tumbler, thermos, bucket, etc. will be brought by the student. The students will be responsible for the up keep of the Institute property and the articles issued for use in the hotel, any type of damage to the property/articles the cost will be recovered from the students.
4. The hostlers are not allowed to keep any valuable articles such as jewelry, heavy cash, expensive electrical/electronic gadgets etc. in their rooms. The Institute under no circumstances will be responsible for any loss of any valuable articles, however any hostellers found to be violating of the above rules will be liable for disciplinary action.
5. Consumption of alcoholic drinks, drugs and gambling are prohibited. Bottles other than plastic are not allowed to be kept in the room. Objectionable materials (magazines/cassettes/CDs/Weapons etc.) are not allowed to be kept in the hostel room.
6. All hostellers should carry their identity cards issued by the Institute, even while going out or to the mess during free times the students are not permitted to wonder in the other parts of the Institute building.
7. Hostel students should not write anything on the walls, doors or windows or cause any damage to the Institute property shouting/demonstration is prohibited.
8. No electrical appliances are permitted to be used in the rooms, in case of default the students will be liable for fine or disciplinary action as decided by the Institute Authority.
9. The hostellers will submit the form/undertaking in duplicate duly filled in all respect alongwith photographs, specimen signatures of the visitors who will be authorized to meet the hostellers by their parents or guardians. No person other than the authorized ones will be allowed to meet the hostellers.
10. Non hostellers and guests are not allowed to visit/stay in the girls hostel. Incase any outsiders/day scholars are found visiting/sitting in anyone's room they will be liable for fines or disciplinary action as decided by the Principal.
11. Students are required to instruct their friends and relatives not to call them on the office telephone during working hours unless in case of emergency.
12. The students are required to keep their rooms locked while going outside. The students are further required to be economical as far as possible in using the water and electricity and keep their rooms clean and tidy all the times. The hostellers are not allowed to use any type of heater/stove/electrical gadget/meddle with the fittings in their rooms.
13. Ragging is not permitted, anyone found indulging in such activities will be liable for severe disciplinary action.
14. The hostellers are not allowed to keep any type of vehicle in the Institute. In case any body wants to keep/use the vehicles she will have to take the prior permission from the Principal for the same.
15. The dining in the Mess is compulsory for all the stude3nts residing in the Hostel and Accommodation. The other rules of dining in the Mess and timings will be intimated by the Mess Incharge separately.
16. The hostellers must leave the Hostel at 8.45 AM on working days to attend the assembly.
17. Any change in the rule and regulation will be intimated from time to time.
18. Permission to go home would be granted by the warden only after she/he got the consent of the parents over the phone.
19. Permission for the weekend outings to be taken from the warden on the last working day of the week (Friday) in the college itself. No student to approach the warden at her/his residence for the grant of permission on weekends.
20. In case of any ill health the student would be taken immediately to the nearest hospital but the expenses of the medicine and incase of any treatment have to be borne by the student itself.
21. Each hosteller is required to perform specific duties in the mess on rotation basis as per the directives of the mess in charge.
22. Hostellers are required to switch off the lights and fans when not in use as power backups will remain active only for four hours. While leaving the hostel on the completion of the term, hostellers are required to handover their room to the Maintenance Incharge and obtain No Dues Certificate. The amount of any damages will be recovered from hostel caution money.
23. For the allotment of the room in the hostel, decision of the warden will be final and binding for all the hostlers.
24. The hostel management reserves the right to make spot checks without having to give prior notice to the students.
25. Hostellers are advised to lock all doors are all times for security reasons.
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27. Hostlers are not permitted to undertake any part-time job or join part time courses unless with approval of Hostel Warden.
28. No Student will be allowed to leave the Hostel without the telephone call arrival from Parents/Local Guardian from the Mobile no given in the Hostel form.

Signature of Parents

Signature of Student

# **AFFIDAVIT**

(On non-judicial stamp paper worth Rs.3/- duly attested by first class Magistrate)

I, \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
R/o \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:-

1. That my son/daughter named \_\_\_\_\_ is studying in I/II/III year, academic session \_\_\_\_\_ in Chandigarh Institute of Hotel Management and Catering Technology, Sector-42-D, Chandigarh, sponsored by Ministry of Tourism, Government of India.
2. That my ward named above is in need of hostel accommodation in the Institute hostel.
3. That during the period of His/her stay in the hostel he/she will abide by all the rules and regulation of the hostel as laid down in the hostel prospectus and as amended from time to time and I stand responsible for all the actions/deeds of my son/daughter.
4. That I stand surety for any loss/damage caused to the Institute property/furniture/equipment/infrastructure/electrical/sanitary installations by my son/daughter and I shall make good the loss in full without any objection whatsoever.
5. That I understand that the ragging has been banned by Supreme Court of India being a criminal offence. That my son/daughter will not involve himself/herself in ragging and in the event of his/her involvement as such the Institute will be at liberty to expel my ward from the Institute and Hostel besides filing an FIR in the Police station. I undertake not to put forward any clam in this regard.

DEPONENT

## Verification:

Verified that the contents of above affidavit of mine are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed herein.

DEPONENT