



# ANNAMACHARYA EDUCATIONAL TRUST

NEW BOYANAPALLI, RAJAMPET, 516126, ANNAMAYYA DISTRICT, ANDHRA PRADESH

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## APPLICATION FORM FOR ADMISSION INTO HOSTELS

S. NO

Admission ID/  
Roll No:

Payment ID:

Amount paid:

Hostel:

Block:

School:

UG

PG

Ph. D. Year:

Semester:

Room:

Branch of Study:

Vegetarian

Non-vegetarian

Affix a Passport Size  
Photograph of the  
student

Full Name:

Sur Name:

Male

Female

Mobile:

DOB:

Differently-abled

Nationality:

Religion:

Caste:

Address:

City:

District:

Aadhar:

State:

e-Mail:

Blood Group:

Affix a Passport Size  
Photograph of the  
father

Father's Name:

Occupation:

Annual Income:

Aadhar:

Mobile:

Affix a Passport Size  
Photograph of the  
mother

Mother's Name:

Occupation:

Annual Income:

Aadhar:

Mobile:

Affix a Passport Size  
Photograph of the  
local guardian

Local Guardian's Name:

Relation:

Occupation:

Address:

Aadhar:

Mobile:

BC-A

BC-B

BC-C

BC-D

BC-E

SC

ST

OC

NCC

NSS

SPORTS

Ex-SERVICEMEN Sub-Caste:

APPLICANT DETAILS

FAMILY DETAILS

GUARDIAN DETAILS

Do you suffer from any medical ailments?  NO  YES if yes, please give details below

Ailment:  Medication:

Ailment:  Medication:

Are you allergic to any medications, foods, or environmental factors?  NO  YES

If yes, please specify the allergen(s) and the reaction(s):

Have you had any previous hospitalizations or surgeries?  NO  YES

If yes, please provide details :

Emergency Contact:

Address:

Mobile:  Relation:

### DECLARATION ON MEDICAL FITNESS

- I declare that I am not suffering from any infectious, chronic or any other disease, which makes me, unfit for stay in the Hostel.
- I also declare that I am not suffering from asthma, epilepsy or any other medical problem which requires immediate medical attention.
- In case I have any medical problem requiring any specific facility in the Hostel the same is indicated above along with supporting documents.
- Details of the person to be contacted in case of emergency is also provided

Signature of the Parent/Guardian

Signature of the Student

### DECLARATION ON BY THE APPLICANT

- This application is being made in full knowledge of my parents/ local guardian.
- I have read the rules and regulations of the hostel and undertake to abide by them. I shall not plead ignorance of regulations that are notified from time to time.
- I hereby declare that in case I remain absent from the hostel for more than 15 days without intimation to the Hostel Authorities, the room allotted to me is liable to get vacated by the Hostel Authorities.
- I will not cause any damage to the property of the hostel.
- I vouch for the correctness of the particulars given by me in the application form. I understand that if the particulars given by me are found to be incorrect my admission will be cancelled.
- I hereby declare that I shall be responsible for any kind of damage/theft/fire in my room.
- I undertake to inform the authorities, in writing of any change in any of the particulars given above as and when they occur.
- I declare that the information provided in this form is correct and can be verified any time.
- I will not misbehave with any of the hostel authorities or staff serving in the hostel and shall not obstruct them from performing their duties for the smooth functioning of the hostel administration
- I will regularly participate in all the hostel meetings, and other cultural/sports activities.
- I will not degrade the hostel environment.
- I will not cause any discomfort to my fellow residents.
- I will abide by the hostel rules to take food/snacks etc., in the hostel mess or as per office order.
- I will not indulge directly or indirectly in any act of ragging on the campus, in hostels or outside the campus of the Institution.
- I will not indulge in any indiscipline or illegal activities either inside or outside the hostel campus during my stay in the hostel.
- The non-compliance of the any of the above clauses of the Hostel code of conduct shall lead to cancellation of my hostel admission with immediate effect.

Signature of the Student

## UNDERTAKING BY LOCAL GUARDIAN

- I, \_\_\_\_\_ do hereby agree to be the Local Guardian of Ms \_\_\_\_\_, HT No \_\_\_\_\_. I have personally known her for the last \_\_\_\_\_ years.
- I commit to providing care and support to him/her during times of sickness or distress, as deemed necessary by the Hostel Administration. I acknowledge that the Hostel Administration will not cover expenses related to the student's hospitalization or treatment. I assure that I will be accessible to the Hostel Authorities in case of emergencies as needed.
- I undertake to sign her/his night leave and performa as per hostel rules.
- I hereby declare that the Address and Contact Numbers given in admission form are true to the best of my knowledge and belief, and can be verified by hostel authorities at any time.
- I am fully aware and understand that if I fail to fulfill my above-mentioned responsibilities, I will not be continued/accepted as guardian.

Signature of the Parent/Guardian

Signature of the Local Guardian

## UNDERTAKING FROM PARENTS ABOUT ALCOHOL AND DRUGS USE

My daughter/son has no past record of indulgence in any type of drug use or consumption of alcohol. I take full responsibility that she/he will continue to maintain non-indulgence into the activities of consumption of drugs and alcohol throughout his/her stay in the Hostel. If at any stage of his/her stay in the Hostel, she/he is found in possession/under the influence of Drugs or alcohol I will accept appropriate punishment, fine or both imposed on my ward by the Hostel and College Authorities.

Signature of the Student

Signature of the Parent/Guardian

## HOSTEL RULES AND REGULATIONS

- Admission will be valid for one academic year only (up to commencement of summer vacation/end of academic programme whichever is earlier). If due to any reason, student leave the hostel during the academic session, student shall pay the hostel charges for full academic year.
- Admission into the hostels will be made only after admission into the university. Anyone, whose name is removed/detained from the rolls of the university, will automatically cease to be a member of the hostels.
- Hostel fees shall not refunded to the detained students.
- The residents are required to inform the hostel Warden/authority in writing at least three months before vacating Annamacharya University hostel.
- A notice issued by the University/Hostel authorities and displayed on the notice boards, will be deemed to have been brought to the notice of all the members.
- Hostel Chief Warden reserves the right to terminate the occupancy of hostel students for any wilful 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.
- Residents are not allowed to shift from the room allotted to them to another room without written permission from the concerned hostel warden.
- The members should necessarily attend to the roll call at 6.00 pm daily near the warden's room.
- Residents shall keep their rooms, verandah and surrounding areas tidy at all times and shall not throw any waste material including garbage in the premises of the hostel, excepting in the dustbins.
- Throwing of water, colour, etc., on one another and on the walls / property of the hostel is strictly prohibited. Students are not allowed to play any kind of sports in the room or common halls or inside or in-front of hostels. Heavy fine will be imposed on the students who violates the rule.
- Students must switch off the lights and fans etc., in their rooms every time they go out. They should lock their rooms properly when they go out for their bath, mess etc. In case, if it is noticed that fans/lights are on in the locked room, a heavy penalty will be imposed for wasting the costly energy sources.
- Residents are not allowed to keep electric appliances such as heater, iron box, oven, stove etc. in the rooms without obtaining written permission from the concerned authority.
- Hostel or mess furniture's/materials must not be moved without the permission of the hostel authorities. He / She shall take proper care of the furniture and fixtures handed over to him / her. He/she has to handover all the items in the room whenever they are vacating. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
- Residents are advised not to keep cash and valuable items in the room and they should take proper care of their belongings.
- In case of damage to or loss of hostel property, the cost will be recovered from the wrongdoers or the inmates who are responsible for such damage.

- Ragging in any form whatsoever it is strictly prohibited.
- Residents are expected to cooperate with the fellow inmates as well as with the authorities in maintaining hostels' cleanliness and hygiene.
- Any act of uploading derogatory remarks and image or ridiculing a person will invite strict disciplinary action.
- Resident shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the Warden/Hostel authority only.
- Guests are allowed into hostels only with prior permission of the hostel Warden/authority.
- Parents or visitors authorized by the parents at the time of admission will only be allowed to visit their wards. Visiting time is from 10.00 am to 5.00 pm only. The maximum duration of the visit will be of one hour.
- The students of the hostel should not leave the hostel premises on holidays/working days for the purpose of excursion or picnic or outing without prior permission of the Warden. However, for any accident or fatality that may occur during picnic/excursion/outing, the responsibility does not lie with the institute or hostel authorities.
- A member leaving the hostels is expected to go to Annamacharya University only and return to the hostels.
- If a resident is leaving for a place other than the Institute/Annamacharya University, he/she has to necessarily obtain prior permission from the warden, giving specific information about the place of visit, reason for the visit, date and time of leaving and approximate time of return. Wrong information and / or a different place of visit will be viewed seriously and action deemed to be fit will be initiated against him/her.
- Students who are utilizing computer lab, library, sports, etc., after the times specified have to submit the permission slip to the security/warden while entering into the hostel.
- Residents are strictly prohibited to bring, store, possess, consume or drink any alcohol, intoxicating drink, drug or any such substance. The same shall apply to visitors also.
- Possession, distribution and use of fire-arms, lethal weapons, blunt, harmful and illicit objects, air gun etc. are strictly prohibited in the hostel.
- Use of Wi-Fi facility for academic purposes is permitted.
- Possession and use of mobile phones is strictly prohibited.
- If any resident is found using a mobile phone, it will be confiscated and returned to the student after the end of the semester. If any resident is found using a mobile phone for the second time, mobile will be returned only when the resident vacates the hostel or is expelled from the hostel.
- 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.
- Residents are not allowed to enter into the kitchen.
- Suggestions and complaints should be either deposited in the Suggestion Box or entered in the suggestion Register kept in the hostel premises.
- All the hostellers are to note that electrical/carpentry/plumbing complaints, etc., should be given in writing to Warden or written in the complaint register available in the hostel office. The complaints which are mentioned in the complaint register only will be taken care by the warden. In case the complaint is not attended to or there is any difficulty, the students can contact the hostel authorities.
- Residents are given medicine for common health issues. In case of health emergency, inmates will be taken to the hospital for primary treatment. Follow-ups for advanced treatment should be taken care of by the parents.
- A student suffering from infectious/contagious diseases will not be permitted to stay in hostel.
- The residents of the hostel must maintain attendance and clear all subjects in exam. The residents are not allowed to stay in the hostel during college working hours.
- Hostel students are not permitted to convene any meeting of any sort under any circumstances anywhere in the hostel premises without the prior permission of the institution. No functions or celebrations shall be organized except with the permission of the hostel authorities.
- The institution authority have the full authority for the inspection of the room, bags, almirahs or any of student personal belongings at any time.
- Admission to the hostel will be cancelled if incomplete or false information is furnished.

Signature of the Parent/Guardian

Signature of the Student

Signature of the Hostel In-charge

Signature of the Chief Warden