



## SACRED HEART GIRLS' HOSTEL

Daughters of the Sacred Heart (DSH)

Don Bosco College - Byndihati - Khliehriat - Meghalaya 793200

### APPLICATION FORM

PHOTO

Form No: .....

Rev. Sister,

I would like to request you for the favour of a seat in the hostel for my daughter/ward

.....

We promise to abide by the hostel rules and regulations faithfully.

Name of Parent / Guardian .....

Signature of Parent / Guardian: ..... Date: .....

#### (To be filled in by the Applicant in CAPITAL LETTERS)

Applicants' Name: .....Surname: .....

Date of Birth: .....Blood Group: .....Mobile No:.....

College Admission: Date .....Year: .....Dept: .....

Semester: X I , X I I , 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> College Roll No: .....

Applicant's Religion: .....Denomination (if Christian): .....

ST/SC/OBC/Others .....if ST (Name of the Tribe) .....

Father's Name & Surname: .....Mobile No. ....

Mother's Name & Surname: .....Mobile No. ....

Address: .....

.....Pin Code: .....

## General Rules and Regulations

1. *The hostel is a 'home away from home'. Therefore, hostellers should maintain a cordial and healthy relationship with all the inmates.*
2. *The following hours of the day are set aside for serious study: 6.00pm-7.30pm and 8.45pm-10.00pm. During these hours all should maintain strict silence and use the time for study in their respective rooms. An atmosphere of silence must prevail in the hostel from 8.45pm to 7.30am. Use of mobile phones is strictly prohibited during study/silence hours.*
3. *The following is the timing for Meals in the Hostel: Breakfast 8.00am-8.15am; Lunch 12.30pm - 1.00pm; Dinner 7.30pm-8.15pm. No meals will be served out of these timings. Meals should be taken in the common dining hall and it is not permitted to carry food to the rooms. No hosteller is allowed to enter the kitchen and the store room without proper permission.*
4. *There will be daily attendance at 6.00pm (Summer Time), 5.30pm (Winter Time). All should be present for the attendance in their respective room. If anybody is absent without prior permission of the Warden, a fine of Rs 50/- will be charged per each time of the absence.*
5. *Hostellers who absent themselves from any class must obtain prior permission from the Warden. In case of bed ridden illness, permission is to be sought either by mobile or through another hosteller. A fine of Rs 50/- will be charged from any absentee from a class without such permission. The fine is to be paid to the Warden at the weekend. The attendance of the class is checked with the teacher concerned.*
6. *Use of electrical appliances (stove, heaters, boilers etc.) is not permitted in the room. Setting up any additional fixtures in the room requires the explicit permission of the Warden. Save water and electricity. Use them as per requirement only.*
7. *Anyone who spends the night outside the hostel without the written permission of the Warden will be summarily dismissed.*
8. *No meetings of any nature, except those called together by the Warden or permitted by the Warden may be held in the hostel premises by anyone or any group.*
9. *Hostellers must keep their rooms neat and clean. They are accountable for their personal belongings; the hostel authorities will not be responsible for any loss of cash or other valuables from the room. Hostellers are responsible for the furniture and furnishings provided in the rooms; any damage done to them or to the building will be made good by the persons concerned as per the valuation of the hostel authorities. They should refrain from defacing walls and furniture with drawings and writings.*
10. *Hostellers should sleep only in their own allotted rooms and keep their almirah/cupboard locked to safeguard their personal belongings-*
11. *Allotment of rooms is at the discretion of the Warden. No one is allowed to lock the room using own lock and key.*
12. *The Hostel Warden has the right to check the room and the personal belongings at any time for maintaining order in the hostel.*
13. *Hostellers cannot bring outsiders into the hostel. Guests may be allowed on prior permission from the Warden.*
14. *Use of tobacco (in any form), consumption of alcohol, and use of drugs and other intoxicants in the Hostel and its premises are strictly prohibited. Anyone found violating the rule will be subject to serious disciplinary action (with a fine of Rs. 1000.00) and dismissal from the Hostel.*
15. *Every going out of the house (other than going to college for classes) and coming in should be informed to the Warden or sister in charge. Record should be made in the Log Book for every exit and entry, including going for classes and return.*
16. *Admission to the hostel is on an annual basis and may not be renewed for lack of compliance with the hostel discipline. Serious breach of hostel discipline will invite dismissal from the hostel at any time of the year.*
17. *Prayer moments in the hostel shall be respected by all. It is obligatory for the Catholic hostellers to participate in the daily Holy Rosary at 7.00pm, and to attend the HolyMass on Sundays (10.00am in the College) and on Mondays (7.00pm in the hostel) and other prayer services organized at other special occasions.*
18. *The Hostel Fee consists of Establishment Fee 6,500/- at the time of first admission; and Rs 26,000/- as each Semester package. At the subsequent annual renewal the Establishment Fee is Rs 4,000/- The Semester package remains the same. The Semester package can be paid in three installments (10,000/- + 10,000/- + 6,000/- at notified times). Joining or Leaving the Hostel during the Semester will entail the payment of the full semester package. Financial commitment shall be met on time and failure to do so will invite additional fine and withholding of permission to appear for semester examinations. It is reserved to the Hostel authorities to revise the fees from time to time taking into consideration of the market inflation.*
19. *In addition to these general rules and regulations, the Hostel Authorities may issue other rules or orders at any time for the better management of the hostel. Every hosteller shall be bound by them.*

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### **Declaration by the Applicant**

I have read and understood all the Hostel Rules and Regulations and I promise to abide by them faithfully.  
I also certify that the details about me given above are true.

Applicant's Name .....Signature..... Date: .....

Your Application No.....has been Accepted/Rejected/Placed in the waiting list.

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Warden: ..... Date: .....