

Form No.

LOYOLA INSTITUTE OF TECHNOLOGY

HOSTEL APPLICATION FORM FOR 2017-2018 (CANCELATION FORM)

Students Photo

Name of the Student _____

Year and Course _____ Date of Birth _____

Religion _____ Blood Group _____ Veg/Non-Veg _____

Father's Name _____

Mother's Name _____

Number of Siblings _____ Mother Tongue _____

Father Occupation _____ Annual Income _____

Mother Occupation _____ Annual Income _____

Contact/Postal Address : _____

Contact Number (Father) : _____ / Mother _____ / Guardian _____

Information of the Local Guardian / Visitors

Local Guardian Name _____

Relationship _____

Local Guardian Contact Address

Signature of the Local Guardian _____

Date _____

Photo of the
Local Guardian

Photo of the
Local Guardian

**Parent/ Guardian
Signature**

**Administrator
Signature**

**Hostel incharge
Signature**

Warden Signature

TERMS AND CONDITIONS

1. The management of Loyola institute of technology (LIT) is oriented towards creating a homily atmosphere in the hostel hence the management seeks the co operation of the students by keeping up the homily atmosphere by following and keeping up the spirit of the rules and regulations by living a disciplined life in the hostel and by being punctual and obedient all time.
2. Admissions to the hostel is valid for one academic year.
3. All the rooms in the hostel are three or four bedded. Every floor has common wash rooms.
4. Veg. and Non- Veg food is available in the Mess. Kindly make your option and keep to it.
5. Kindly bring your own bed sheets (2), pillow, mosquito net, bucket and mug. **Plate**
6. College Dress code : Plain light color full sleeve shirts , pants , tie , and black shoes for boys
7. Permission to vacate the Hostel for any reason in the course of the academic year will not be permitted.
8. The management is not responsible for any untoward incident or casualty while staying in the hostel or outside.
9. All Catholic / Christian students are highly recommended to attend all the spiritual activities in the hostel and college
10. Admission to the hostel will be confirmed and permitted only after full payment of hostel fees.
11. OUTING AND LOCAL GUARDIAN VISIT:
 - a. FOR BOYS – 2nd week local guardian home and 4th week – one day outing
 - b. FOR GIRLS - 2nd week local guardian home and 1st week – one day outing
12. Students are not allowed to enter inside the hostel after 5.00 PM when they go home visit or outing.
13. Cell phones are strictly prohibited inside the hostel
14. Students should not bring their day scholar friends inside the hostel on any account.
15. **Hostel fee should be remitted by June every year. Fee once paid will not be refund under any circumstance.**
16. Students desirous of staying in the hostel should express the same in the prescribed form. The option forms should be handed over to the warden. Rules and Regulations that should be followed in the Hostel are listed below.
17. They have to pay the prescribed fee before joining the hostel; otherwise they will not be permitted to stay in the hostel. Payment in installments is not permitted.
18. No student will be allowed to leave the hostel based on a phone call. Phone calls from outsiders, other than parents of the students, are strictly prohibited.
19. Parents are requested to give a list of authorized visitors /local guardians who can be permitted to visit the students in the hostel. Visitors other than those given in the list should get an authorization from the parents.
20. Hostel “PERMISSION CARD”: Local guardian photos & applications should be filled in and submitted before June 15.
21. Only parents and local guardians are allowed to meet the students and they should come along with their ID cards. Above said visitors should report to the office, and then see their wards in the reception only. They

should not chat inside the car without permission. And visitor is only for you, not for other friends, especially girl students not take their friends along with them to see the visitors.

22. Visitors are permitted only on Sundays.

23. Girl students will be allowed to go out only with their parents or with their authorized local guardians. For the local guardian's home visit and for the visit to the home town-parents are requested to send the letter.

24. Students are allowed to go to their local guardian's house only on second Saturdays and Sundays.

25. Getting permission and not returning in time will be seriously viewed. You will not be granted any further permission.

26. When parents come to Chennai for any other purpose, they have to come to the college and pick up their wards. But do not make phone calls to the students and ask them to come to the place where they are staying.

27. For own sister's/brother's marriage or any other family functions, parents have to send the letter directly to the Principal / Dean in person.

28. Permission will not be given for tuition and computer classes outside.

29. For any misbehavior and misconduct, students will not be allowed to continue in the hostel.

30. The Sunday Mass is compulsory for Christian students.

31. There will be a adoration and special mass once a month which is compulsory for Christian students.

32. Hostel fee is meant for the working days of the college including Saturdays and Sundays in between working days.

33. Any leave or holiday more than three consecutive days, the hosteller is expected to vacate. If the student wishes to stay during these days special permission must be obtained and they should make arrangements for food within the campus.

34. Daily hostel attendance is a must and the student must come forward to the warden.

35. Permitting day scholars and outsiders inside the room will evoke disciplinary action including dismissal.

36. No Electrical appliances should be kept in the room

37. Students are responsible for the Furniture's & Fixtures in their room, If found damaged the inmates should incur the loss.

38. Consumption of alcohol or abuse of drugs and smoking will result in the student being expelled.

39. DAY SCHOLARS SHOULD NOT ENTER THE HOSTEL AND VIOLATION WILL EVOKE DISCIPLINARY ACTION

LOYOLA INSTITUTE OF TECHNOLOGY

Declaration by Parents

- a) I Mr /Mrs _____ Parent of _____ of _____ Year _____ Department, hereby declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
- b) I, hereby, promise to abide by the admissible rules and regulations, concerning discipline and also to follow the Code of Conduct prescribed for the students of the Institution, as in force from time and subsequent changes/modifications/amendment made thereto. I acknowledge that, the Institution has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
- c) I, hereby undertake to inform the Institution about any change in information submitted by me, in the Application Form and any other documents, including change in addresses and phone nos., from time to time.

We have read the terms and conditions and promise to abide by it.

Parents / Guardians Signature: _____ Students Signature : _____
Date : _____
