



Medi-Caps University, Indore

Hostel Admission Form

For office use only:

Non-AC /AC		Room No.		MU Scholar No.	
Paid		Floor		Hostel Scholar No.	
Room Allotted		Bed No.		Enrollment No.	

Required Essential Documents:

1. Aadhar Card 2. Bank Passbook 3. Passport Size Photo (2) 4. Medical Certificate

2. Name of the applicant (**Block Letter**) : _____

3. Program/Branch : _____

4. Semester : _____

5. Email ID (Student) : _____

6. Date of Birth : _____

7. Category: - ST/SC, OBC, GEN : _____

8. Mobile No. (Student) : _____

9. Blood Group (Student) : _____

10. Allergy to any Medicine If Yes, Please Mention : _____

11. Father's Name : _____

12. Mother's Name : _____

13. Occupation/Designation of Father: - _____ Mother: - _____

14. **Address of Correspondence:** - _____

District: _____ State: _____

Phone No: Father _____ Mother _____

15. **Permanent Address:** - _____

District: _____ State: _____

Phone No: Father _____ Mother _____

Local Guardian (Name):- _____ (Relation):- _____

16. (Address):- _____

Contact No. of Local Guardian _____

17 Details of the relatives/visitor (Other than Parents/Local Guardian).

S.No.	Name	Contact No.	Relation	Place
i.				
ii.				
iii.				

Refund Policy

As per the approval of the Competent Authority, the hostel fee refund policy has been made. The hostel fee would be refunded as per the given table:

S. NO.	Staying in the Hostel	Deduction
1	Less than 15 days	15% amount will be deducted
2	16 to 30 Days	30% amount will be deducted
3	31 to 60 Days	50% amount will be deducted
4	More than 60 days	The full amount will be deducted

The Deduction is applicable to the semester hostel fee.

Signature

Name of the student

Signature

Name of the Parent/Guardian

Undertaking (to be signed by the Parents/Guardian)

I have read hostel rules and take personal responsibility to see that the undertaking given by my ward regarding ragging and maintaining overall discipline in the hostel will be honored in all respect during his entire stay in the Medi-Caps University hostel. I have seen the facilities existing in the hostel/institute and will not expect or demand any special facility for my ward in the hostel.

Further, I will not allow my ward to bring and keep any car/motorcycle/scooter/motor vehicle.

Date.....

Signature

Place.....

Name of the Parent/Guardian

Undertaking (to be signed by the STUDENT)

1. I have read hostel rules and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in the future.
2. I'll not get involved in any Union/Group/Forum formation in Hostel/Institute to challenge Medi-Caps University.
3. I'll not involve in any Ragging activity confrontation/fight/quarrel/indiscipline activity in the hostel and the institute.
4. I shall pay the Accommodation charges, Mess Bill, general breakage fine, and other charges as per the specified dates. If I fail to do so, I will abide by the rules and regulations about penalties.
5. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session I will not be entitled to claim any refund.
6. I further declare that the hostel authority will not be responsible if anything happens to me or any kind of miss happens outside/inside of the hostel due to my negligence/fault.
7. I'll follow all the directions given from time to time by the Hostel authority during my stay in the hostel.
8. I understand that the decision of the Hostel administration in any of the above matters/issues will be binding on me and I shall fully respect the same.
9. I will not possess or consume any tobacco/alcohol/drug items inside the campus. If found, the student will be suspended from the hostel.
10. I certify that the information above is true to the best of my knowledge and belief.

Date.....

Signature of Student

Place.....

Name:.....

Signature of the Hostel Care-Taker

Signature of the Hostel Warden

MEDICAL CERTIFICATE

(To be signed by a registered medical practitioner holding a minimum M.B.B.S. degree)

(To be submitted at the time of hostel admission)

This is to certify that I have carefully examined Mr./Ms. _____ S/D/o
Mr./Ms. _____ whose signature is given below based on
the examination, I certify that he/she is in good mental and physical health and does not
suffer from any infectious and contagious disease harmful to others or may interfere with
his/her studies.

He has the following chronic ailments:

- i.
- ii.

Marks of Identification: _____

Signature of the candidate: _____

Place:

Date :

Name and signature of the Medical Officer with Seal & Registration No

Rules and Regulations

Hostel

INTRODUCTION: The aim of our Hostel is to make it a Home away from Home. The Hostel has an ambiance with a main focus on studies and bringing out latent qualities of the students by promoting sports, cultural activities, and Interpersonal development.

- a) The allotment of the hostel accommodation is provisional subject to the satisfactory academic performance and discipline of the student.
- b) The student is leaving the hostel on his/her own/expelled from the Hostel in the midst of the session will not be entitled to any refund/claim for the Hostel Money.
- c) The allotment of the hostel accommodation is valid only for one academic session. A fresh application is to be made for the new academic session. The allotment of the hostel accommodation in one session does not guarantee accommodation in successive academic sessions.

2) GENERAL:

- a) All residents of the hostel are required to follow the hostel rules and regulations.
- b) Allotment of rooms is solely at the discretion of the University.
- c) Hostel facilities include boarding and lodging. It is meant for those students who are not residents of Indore, is serious in their studies, can maintain proper discipline and decorum, and make regular payments against hostel charges.
- d) The rooms are provided with cots, tables, chairs, an almirah or a wardrobe. Mattress, Quilts, Pillows, Bedsheets, etc will be managed by the student.
- e) Residents are not allowed to bring their personal furniture to their rooms unless they have obtained prior written permission from the Warden for doing so.
- g) Hostel residents will be solely responsible for any offense or casualty caused to individuals inside or outside the campus. The rooms shall be open to inspection by the Hostel Warden / Management, at any time.
- h) The use of electric appliances (like Iron, Kettle, Heater, etc.) is banned in the hostel.
- i) Students must obtain a "No Dues Certificate" from the Warden before leaving the hostel at the end of the session.
- j) Students are required to be in the University premises as per the university rules and regulations. All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.

Attendance: The attendance timing for girls at **Girl's Hostel** is between **8.30 pm and 9.45 pm** whereas for boy's Hostel, it is between **9:30 pm & 10:30 pm**. Students should record their attendance every day without fail.

- k) Students are not permitted to keep any type of music system (Extra speakers/woofers) in their rooms.
- l) Parties of all nature are banned in the hostel premises (Specifically 'Birth Day Party' at night)
- m) During the class timings students are expected to attend all the classes regularly & punctually.
- n) If any day scholar is found to be present in the hostel in collusion with the hosteller, both will be suspended from the university.

3) APPLICATION FOR ADMISSION: Application for admission is to be submitted to the Hostel Warden in the prescribed Form available in the Hostel Office. No student shall become the local guardian of any other student.

4) HOSTEL CHARGES:

- a) The Hostel fees and Caution Money (Refundable) for the whole session from the commencement of the academic session to the last day of the examination of the academic session or the last day of the practical training as per curriculum whichever is later, as notified time to time is required to be paid at the time of provisional admission to the Hostel.
- b) Hostel and Mess charges can be revised at any time without prior information, and students have to comply accordingly. In this regard, the decision of Management shall be final and binding.
- c) If any student is found staying without depositing the prescribed fee and/or without prior permission, he/she may be penalized heavily and up to expulsion from the university.

5) MESS RULES: Only vegetarian meals would be served.

- a. Residents should take all their meals in the Dining Hall of the Mess only. The meals include morning tea, breakfast, lunch evening tea, and dinner.
- b. Residents will be served meals only during the prescribed timings, which will be displayed on the Notice Board from time to time.
- c. There will be a common menu for all the residents.
- d. Residents should not carry their meals wholly or in part outside the Mess to their room, nor should they carry any utensils or other property of the Mess outside the Dining Hall.

- e. Residents should be properly dressed for the Mess. They may not come in dressing Suits/nightwear etc.
- f. Residents should not interfere with cooking or other services and shall not meddle with the Mess equipment.
- g. Sick residents may be allowed to eat their meals in their rooms with the written permission of the Warden. They may obtain a special sick diet, such as oats, cornflakes, toast and milk, etc, on the recommendation of the Medical Officer or with the permission of the Warden and on prior intimation to the Mess contractor.
- h. Guest/Parents may be permitted to take breakfast, lunch, tea, or dinner at the sole discretion of the contractor by charging the amount prescribed by the university.
- i. Residents should cooperate with the Mess employees and deal with them in a polite and courteous manner.
- j. If residents want to miss any meal i.e. breakfast, lunch/dinner they are advised to inform the canteen contractor in writing in advance.

6) ENTRY IN / OUT OF THE HOSTEL:

- a. Residents shall not go outside their rooms after Roll Call at night till 6:00 AM the next morning without the written permission of the Warden, except for attending University functions or authorized academic work. Attendance may be taken during these hours.
- b. Residents shall not leave the station without obtaining the prior permission of the hostel Warden.
- c. Residents shall not invite any unauthorized person into their rooms. They shall deal with only authorized vendors, washermen, cobblers, etc. during the prescribed hours and pay them directly.
- d. No resident shall stay in the hostel during University hours without a valid reason, permission for which must be taken from the Warden.
- e. No resident shall leave the University Campus during University working hours without permission. The Out-Pass shall be issued for valid reasons by the Hostel Warden.
- f. For leave of absence from the Hostel during the night or for a longer period, an application is to be submitted well in advance to the Warden. Parents must give their consent to the warden that his ward is allowed to stay outside during the night or for longer periods through telephonically or through messages (two days in advance). Only after getting the leave sanctioned, the resident should proceed on leave. Proceeding on leave without permission or overstaying of sanctioned leave will constitute an act of indiscipline.
- g. No resident shall leave the University Campus without making necessary entries in the register kept with the guard at the hostel and at the main gate.
- h. If a student is going out to attend some academic work for skill enhancement, then he may be permitted to stay outside beyond the normal hour after proper verification and approval from the authorities.

7) USE OF FACILITIES:

- a. A student who has opted for the Hostel accommodation shall reside in the allotted hostel room only.
- b. Residents shall be responsible for all furniture, electrical and other fixtures in their rooms. They should not disfigure or paint on the walls, doors, and windows or otherwise damage them.
- c. Once allotted, the change of occupancy of the room without the permission of the Hostel Warden is not allowed.
- d. Residents shall not use heaters or any other power appliances in their rooms.
- e. Residents should maintain decorum and dignity and should not create any nuisance or disturbance, which may disturb/annoy the neighbors.
- f. Room lights/fans must be switched off when the resident leaves the room. The defaulter shall be fined.
- g. Residents should inform the Warden in writing on the prescribed form & enter in the Register kept with the Hostel Guard when they suffer from illness or injury. Charges for stay at the hospital, consultations, medicines, taxi/vehicle, etc. will be borne by the residents.
- h. Residents should not visit or stay in any other room than the one allotted to them after Roll Call without prior permission of the Warden.
- i. Residents should not organize any party, assembly, or activity without the permission of the Warden. Residents shall not remove any furniture, games, or materials from the recreation rooms or mishandle or damage.
- j. Residents shall obey the directions of the Wardens and follow their instructions on all matters concerning the Hostel / Mess.
- k. During academic working hours of the university power-backup will not be provided in the hostel.
- l. A.C. rooms norms as per decided by management.

8) GUEST / VISITORS:

- a. No visitor or parents are allowed to enter the hostel rooms without prior permission of the Warden.
- b. They are to be received in the reception lounge only. Residents are not allowed to take visitors to their rooms. If under special circumstances, a resident wants a guest/visitor to his/her room, he/she must take special permission from the Warden.

c. Guest Room is available in the University for the parents also. Daily charges of the Guest Room will be charged as per the university rule.

9) Action would be taken against a Hosteller as per the table given below, it is subject to change from time to time as notified by the Chief Warden.

S. No.	ISSUE	ACTION TO BE TAKEN
1	a) Entering Campus Gate/ Hostel Block Gate without ID Card	Penalty of Rs.100/-
	b) Misuse of Student ID Card	1st Time: Penalty of Rs.500/- On Repetition: Penalty of Rs. 2000/- + No priority in Hostel Room Counselling
2	Late coming	1st Time: Penalty of Rs.100/-
		2nd Time: Penalty of Rs.200/-
		3rd Time: Penalty of Rs.500 /-
		On Repetition: Expulsion from the hostel
3	Possession of Electrical appliances inside Hostel room	Penalty of Rs.500/- + seizure of electrical appliances which will be returned to the student after completion of degree and on repetition No priority in Hostel Room Counselling
4	Smoking	1st Time: Penalty of Rs.1000/- + Community Service (Participate in Anti-Smoking Campaign) + No priority in Hostel Room Counselling
		On Repetition: Penalty of Rs. 2000/- + No Priority in Hostel Room Counselling
5	Absence without leave (AWL) / avoiding giving attendance in the hostel being present in the night	1st Time: Penalty of Rs.1000/-
		On Repetition: Penalty of Rs.2000/- + No Priority in Hostel Room Counselling
6	Celebration of Birthday /any kind of party in the hostel without prior permission by disturbing the hostel peaceful environment during silence hours	1st Time: Penalty of Rs.1000/- to each participant.
		2nd Time: Penalty of Rs.2,000/-
		On Repetition: Expulsion from the hostel
7	Bringing /Allowing any Day Scholar / Day Boarder / Non-Medi- Capsian inside the hostel	1st Time: Penalty of Rs. 2,000/-
		2nd Time: Expulsion from Hostel
8	Damaging Property	Penalty of Rs. 2000/- + payment of three times of the cost of damage
9	a) Fighting/Slander/Quarrelling resulting in a) Minor Injury	a) Penalty of Rs.2,000/- and No Priority in Hostel Room Counselling
	b) Major Injury	b) Expulsion from University
10	Bringing any kind of Motor Vehicles inside Hostel Area	1st Time: Penalty of Rs.2, 000/- and keeping the vehicle in safe custody
		2nd Time: Expulsion from the hostel
11	Alcohol a) Coming in Drunken State / Inducing others to consume liquor b) Bringing Liquor / Possession of Liquor / Drinking inside the hostel / Possession of even empty liquor bottle	1st Time: Suspension for One Semester and 2nd Time: Expulsion from the Hostel
12	Stealing / Theft	One-year suspension from the university
13	Any kind of Cyber Crime / Defaming Medi-Caps name in any manner	Expulsion from University
14	Forgery / Multilevel Marketing /Gambling	Expulsion from University
15	Ragging / Harassment of fellow students in any manner.	Expulsion from University
16	Drugs / Substance Abuse	Expulsion from University

Note: In case of expulsion or suspension from the hostel no fee will be refunded.

- 10) IF HE/SHE IS FOUND INVOLVED IN RAGGING, HE/SHE WILL BE EXPELLED FROM THE HOSTEL & UNIVERSITY IMMEDIATELY AND FIR MAY BE REGISTERED AGAINST HIM / HER.
- 11) The Hostel shall remain closed during vacations as & when declared by the Administration. The students are required to vacate the Hostel and remove their belonging from the room during summer vacations. Moreover, the inmates may be asked to vacate the rooms at any time by the administration.
- 12) The allotment of the hostel accommodation is only for one academic session. After the completion of the academic session, the student will vacate the hostel (within three days).
 - a. On matters not covered by these rules, the discretion of the Administration shall be final and binding
 - b. The University Management has the full right to deny accommodation to any or all the students at any time in the overall interest of the University.
 - c. The University Administration reserves the right to change the rules and regulations in the overall interest of the University.
- 13) **FIR MAY BE LODGED**
 - a. Keeping weapons in personal possession or in the room is a criminal offense, which may lead to immediate expulsion from the hostel.
 - b. Keeping in possession of a stolen article is a serious offense, which may lead to immediate expulsion from the hostel.
 - c. FIR will be lodged for any criminal offense committed in the Hostel/campus.

DECLARATION BY THE APPLICANT

Dated:

- a. I have carefully read and understood all the rules and regulations mentioned above. I will follow the rules and regulations and subsequent changes/addition, if any, as laid down by the University
- b. I understand that suitable action can be taken against me if I do not abide by the rules & regulations of the University. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.
- c. I hereby undertake that if I stay outside the campus, I shall be doing it at my own risk and responsibility and the University will not be responsible in any manner whatsoever.

(Name & Signature of the applicant)

Certify that I have read and understood the afore-going undertaking. I submit that the conditions listed above shall be met in letter and spirit. I also undertake that I will carry out periodical check on the performance, activities and progress of my ward with the University authorities and will also not approach or put any type of influence on the University/ campus residence authorities seeking any favor or pardon for any type of deviation or violation of the aforesaid undertakings.

(Name and Signature of the Parent)