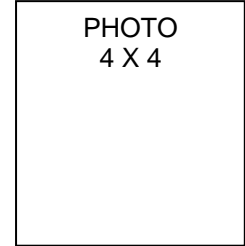


SUBHASH RUNWAL
EDUCATION FOUNDATION
R GIRLS' HOSTEL

Chitalsar, Manpada, Ghodbunder Road, Thane 400 607

APPLICATION FORM FOR ADMISSION / RENEWAL

Trustees / Hon. Secretaries
Subhash Runwal Education Foundation
Runwal & Omkar Esquare,
5th floor, Off Eastern Express Highway,
Opp. Sion Chunabhatti Signal Junction,
Sion (East), Mumbai 400022.
Phone No. 61133000 Fax: 022- 24093749



To.
The Superintendent.
R-Girls' Hostel,
Chitalsar. Manpada, Ghodbunder Road. Thane (W) 400607

Date:

Madam,

I, the undersigned, hereby apply for Admission / Renewal of admission to the Hostel for first/ second term of the year 201 – 201 , I have already read and understood the Rules and Regulations of the Hostel. I promise to abide by all the Rules and Regulations (present as well as may be amended in future) and shall also obey all the directions as may be given from time to time.

Name: _____
(in block letters) (Surname) (First name) (Middle name)

Nationality _____ Religion _____ Caste _____ Age _____

Date of birth _____ email _____

Marital status: Single _____ Married _____

Parents' name:
Father _____ Mother _____

Permanent Address: _____

Tel no: _____

Local Guardian (Name) _____

Relation _____ Address _____

Tel no: _____ email id _____

Academic Record and Performance :

Year	Examination	Name of Board / University	Marks Obtained & % age

Date of commencement of Course / Articleship _____ Reg. No _____

Name & Address of the Institute / College / C.A. with whom registered -----

Student must appear for interview personally along with all original documents / certificates.
The lady local guardian should accompany the applicant.

Payment Details	Rs.	P.O. / D.D.	Date	Drawee
1. Caution Money	Rs. -----			
2. Term Fees	Rs. _____			
3. Other Sums	Rs. _____			
Total	Rs. _____			

DECLARATION

I have read the rules and regulations of the R-Girls' Hostel and agree to comply with the same. I will co-operate with the Hostel Superintendent and participate in the programmes conducted by the R-Girls' Hostel.

I agree to adhere to the tenure and condition of payment of Hostel fees, I accept that the Hostel fees / charges are subject to revision and I agree to pay the rates applicable to my allotted bed.

Date _____

 (Signature of the Applicant)

FOR OFFICE USE ONLY:

Receipt No _____ **Date** -----

Documents checked and found in order; _____

Admitted/Not Admitted _____ **Date** -----

Accommodation allotted from ----- to -----

Signature of the Superintendent

Signature of the Trustee

R GIRLS' HOSTEL

CHITALSAR, MANPADA, GHODBUNDER ROAD, THANE (W) 400 607

RULES & REGULATIONS

I. Objective:

The Hostel has been established to provide residential accommodation to senior students coming from various parts of the country to the city of Mumbai for higher studies i.e. Degree. C.A.. MBA. CS. ICWA. MCA. BE. B.Tech. Medical etc. Preference will be given to brilliant students from middle and lower income groups.

II. Accommodation and Facilities:

- 1) 2, 3 & 4 beds per room with common toilet / bathroom on each floor.
- 2) Library, prayer hall, yoga room, gym and internet facility.
- 3) Each student is provided with a bed, cupboard and a study table.
- 4) Mess facility with modern kitchen for good quality food at reasonable rates.
- 5) Stand-by arrangement for electricity supply.
- 6) Facility of washing and ironing at nominal charges.
- 7) Proximity to Thane railway station and TMT stand.
- 8) Train journey from Thane to VT station 1 hour.
- 9) Hostel to run on 'No Profit No Loss' basis.
- 10) Accommodation will be only a facility for temporary stay for the period agreed by the Hostel management and not in any way for permanent stay or ownership.

III. Admission Rules:

- 1) Application forms are available at the Hostel Office against payment of Rs. 100/-.
- 2) Admission to the Hostel is open round the year, subject to eligibility and availability of accommodation.
- 3) Application for admission will be accepted in the presented form with the following documents:
 - a. Mark sheet of last exam passed.
 - b. Medical certificate.
 - c. Character Certificate.
 - d. Letter from College / Institution / CA firm (if doing CA).
 - e. Letter from lady Local Guardian.
 - f. Passport size photos (3 nos.)
 - g. Undertaking by the Student and Local guardian.
 - h. "No Objection" certificate from your parents.
- 4) The Superintendent will scrutinize the applications and put-up before the Trustees for final selection. The accommodation will be provided to the selected candidates only.
- 5) All admissions are entirely at the discretion of the Trustees.

(Continued... 2)

- 6) Admission will be granted for one session / term consisting of 6 months period. Existing students may fill renewal application form for next term at least one month before last date of term, along with necessary fees, without which accommodation will be discontinued and considered vacant at the end of the term.
- 7) The students will have to undergo medical check-up arranged by the Hostel authorities against payment to be borne by the students.
- 8) Any student suffering from chronic / infectious disease, will not be considered for admission.
- 9) Students are required to bring their own bed-sheet, pillow, blanket, towel, table lamp. etc.
- 10) Acceptance of admission to the Hostel will be informed individually.
- 11) Hostel fee shall be fixed by the Management from time to time.
- 12) All powers regarding allotment of rooms / seats and shifting of students from one room to another are vested with the Management.
- 13) Students granted admission shall have to pay admission fee, term fee and caution money within 7 days.
- 14) If the due hostel fee is not paid within the prescribed time limit, the seat shall be considered vacant.
- 15) Attendance of students in the College / Institution / CA office is a necessity for availing hostel facility.
- 16) Refund of caution money will be made after taking 'No objection' from the Superintendent relating to Hostel dues.
- 17) The Superintendent can make surprise visits to any room, at any time.
- 18) The students are bound to accept all the rules and regulations, subject to change from time to time, by the Hostel Management.
- 19) If any student is found to be guilty for not abiding with any of the rules and regulations, she will be removed from the Hostel without any intimation by the Management. In such cases, no refund of fee will be made
- 20) Local Guardian has also to take full responsibility for all acts, deeds and conduct of the student and to indemnify for all losses, (including non-payment of fees) which the hostel or its Trustees may suffer owing to the student.

IV. BEHAVIOUR:

- 1) Every student is required to keep her room clean and she will be responsible for maintaining the cleanliness as well as security and safety of the furniture etc. provided to her.
- 2) Outsiders are not allowed to stay in the rooms. Visitors can be entertained only at the Entrance Lobby on the ground floor.
- 3) Washing of clothes not allowed, except undergarments. Facility of washing and ironing will be arranged at nominal charges from outside agency.
- 4) The students are not allowed to use the servants of the Hostel for their personal work.
- 5) The students are not permitted to bring own servants to the Hostel.
- 6) The student should not enter the rooms of the other students without their permission.
- 7) Every student is expected to be in her room latest by 11.00 p.m. In case she wants to remain out of the Hostel due to unavoidable reasons, permission from Superintendent is necessary.

(Continued... 3)

- 8) Any type of nuisance in the premises is strictly prohibited.
- 9) The students are required to strictly adhere the following:
 - a. Should not waste electricity / water.
 - b. Not allowed to prepare tea/coffee or meals in their rooms.
 - c. Not allowed to use heaters and iron in the rooms.
 - d. Should only make use of the lights and fans provided by the management
 - e. While leaving the hostel room, fan, lights and water taps should be put off.
 - f. No nails shall be put into the wall and no picture be hung or stuck on the walls, doors or furniture
- 10) The students are compulsorily required to attend prayer / yoga class. It empowers the student to know oneself and develop the confidence, ethical values and empathy to serve the society.
- 11) In case any student falls sick or meets with an accident she should inform the Hostel authorities immediately.
- 12) Students are not allowed to conduct any type of repairs by themselves. However, they should inform the Superintendent of any requisite repairs in the premises.
- 13) In case any student wants to remain out of the Hostel premises for a short time, she should fill the prescribed form available in the Hostel Office at least two days prior to her leaving.
- 14) Students should not keep more cash or any valuables with them. The Hostel Management will not be responsible for any type of loss / theft. Students are fully responsible for taking care of their own cash and valuable articles.
- 15) Students are not allowed to take any utensils, crockery or cutlery from the dining hall to their rooms.
- 16) Students are not allowed to bring any type of furniture from outside
- 17) Mess is compulsory. There will be arrangement to serve pure vegetanan food in the Hostel for which students will have to pay separately as per the tariff. Food will not be served in the rooms. Students have to take their meals in the dining hall only, at the scheduled timings.
- 18) The residents should refrain from instigating and influencing others to support them on any matter affecting the hostel management. Such action shall be considered as grave indiscipline and they will be dismissed forthwith, without notice. They will have to accept any / all communications addressed to them by the management

I, Miss have carefully read and understood the above. I promise to abide by all rules and regulations of the Hostel written above as well as those that may be amended / inserted or instructed from time to time.

Applicant's Signature

Dated

DECLARATION & UNDERTAKING

(On stamp paper of Rs.100/-)

Date:

To.

The Superintendent.
R-Girls' Hostel,
Manpada. Ghodbunder Road,
Thane 400607.

Dear Madam.

I, the undersigned, hereby declare that I have read the rules and regulations of the R-Girls Hostel and understood the contents thereof. I enclose herewith a copy of the rules and regulations of the hostel duly signed by me.

I, undertake and agree to strictly observe and perform the rules and regulations. I am fully aware and agree that if I commit any breach or violation of any rules and regulations of the Hostel and / or have furnished any incorrect or false information in the Application form, I will be liable to leave the Hostel within 24 hours. The decision of the Management in this matter will be final and binding upon me and I will not be entitled to and /or shall not challenge the decision of the Management.

It is also absolutely clear to me that accommodation in the Hostel is only a facility for temporary stay for the period agreed by the Hostel Management and not in any way for permanent stay or ownership,

I am aware that if I overstay while on leave or continue in the Hostel after expiry of granted term, without prior written permission, the hostel authorities will be entitled to remove my belongings from the room at my own risk and cost. These belongings may be kept in safe custody for a calendar month. I undertake to pay the necessary charges for removal of my belongings from the hostel. If I do not pay necessary charges the hostel authorities will be entitled to dispose off the same at my risk and cost and upon such terms and conditions as the hostel authorities may deem fit and proper.

Declared and Signed by:

(Signature of applicant)

(Signature of local guardian)

(Name of the applicant)

(Name of the local guardian)

**Letter by the Director/Principal/Chartered Accountant with whom the student is
pursuing course / Articleship (on letter head)**

Date :

To.
The Superintendent,
R-Girls' Hostel,
Manpada. Ghodbunder Road.
Thane (W) 400 607.

Dear Madam,

Ms.

.has been admitted / registered
as student / an Article clerk in our Institute / college / firm with effect from
to _____ . Her registration no. is _____
dated

I, the undersigned hereby confirm that the above named student

Ms.

. _____ is a bonafide student of the Institute / College /
Institute of Chartered Accountants of India, pursuing studies / undergoing articleship with us /
me and I know her personally. I hereby recommend her admission to the hostel.

If she is admitted in the hostel, we assure you that she will abide by all the rules and regulations
and maintain necessary discipline.

Thanking you.

Yours truly.

Name & Signature with seal of the Institute / College / Firm

Address -

Tel
Nos.

E-mail

RESPONSIBILITY LETTER FROM LADY LOCAL GUARDIAN (Specimen)

Name : _____

Address : _____

Tel. No. (Off) _____ Res. _____

Mobile _____ E-mail _____

Date :

The Superintendent,
R Girls' Hostel.
Chitalsar. Manpada. Ghodbunder Road.
Thane (W)-400 607

Sub : Responsibility for Ms. _____

Madam,

- 1 Ms. (Student's Full Name) _____
Is known to me personally for the last _____ years. She is my _____
and I am her local guardian.
2. I am aware of her habits and assure you that Ms. _____
was or is not smoking, chewing tobacco, eating pan masala or take alcoholic drinks
and non-vegetarian food, which are prohibited items in the Hostel. During the period of
her availing the benefit of the hostel, she will not use any such prohibited items.
3. I take full responsibility for all her acts, deeds and conduct during the period of her stay
in the hostel.
4. I also undertake to indemnify all losses (including non-payment of fees) which the
Hostel and / or its Trustees may suffer or incur owing to her acts and omissions
5. In case of any complaint against her, I take the responsibility of withdrawing her from
the Hostel.

Yours faithfully.

(Signature)

PS. This letter should be on the letter head of the Guardian. If there is a
change in the local guardian, it should be immediately informed to the Hostel
Superintendent.