



**K.L University**  
 (Koneru Lakshmaiah Education Foundation)  
 Greenfields, Vaddeswaram, Tadepalli Mandal, Guntur District  
 Andhra Pradesh, India. Pincode: 522 502.  
 Web-site: www.kluniversity.in

Affix Student  
 Passport Size  
 Photo

**GIRLS HOSTEL APPLICATION FORM**

1	Name of the Student with Surname (CAPITALS) :		
2	Student Reg. No, Year of Study & Branch :	Reg.No:	Year: Branch:
3	Student Mobile No & E-Mail ID :	Mobile No:	E-Mail ID:
4	<b>Permanent Address:</b> Address:  City/Village: District: State: Country: Pin code:	<b>Present Address:</b> (Write present address, if different from permanent address) Address:  City/Village: District: State: Country: Pin code:	
<b>Parent / Guardian Details</b>			
5	<b>Father Name :</b>  Occupation: Office Address: Residence Ph. No: (with STD Code) Office Ph. No: (with STD Code) Mobile No: E-mail ID:	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;">         Affix Father          Passport Size          Photo       </div>	<b>Mother Name :</b>  Occupation: Office Address: Residence Ph. No: (with STD Code) Office Ph. No: (with STD Code) Mobile No: E-mail ID:
<b>Visitors Details</b>			
6	<b>Name:</b> Relationship with the Student: Mobile No:  <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;">         Affix Visitor-1          Passport Size          Photo       </div>	<b>Name:</b> Relationship with the Student: Mobile No:  <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;">         Affix Visitor-2          Passport Size          Photo       </div>	<b>Name:</b> Relationship with the Student: Mobile No:  <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;">         Affix Visitor-3          Passport       </div>
7	In case of an emergency, Please contact: (1). (2).		
8	Food Preference	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Non-Vegetarian
I/We solemnly declare that the above details are true to the best of m/our knowledge and belief.			
<b>Date:</b>		<b>Signature of the Student</b>	<b>Signature of the Parent / Guardian</b>

## **K.L UNIVERSITY HOSTEL – RULES & REGULATIONS**

The following rules shall apply to both male and female students residing in the hostels. Every student must remember that the hostel is the home of the student and therefore, he/she should behave himself/herself in the hostel as well as outside in such a manner as to bring credit to him/her and to the institution. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from institution.

1. 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.
2. Hostel facility will not be provided without completing academic registration/Suspension of the student from the institution will automatically result in dismissal of the student from the hostel also.
3. Students shall occupy the rooms only after allotment is made by the warden concerned. Change of room will be permitted only with the permission of warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels.
4. Students are responsible for keeping their rooms and the common areas in the hostel such as mess, visitor's area, bathrooms, stair case, and common area etc., clean and neat at all times. If any student room is found unclean at the time of inspection by the hostel authorities. He/she will be imposed with a fine.
5. 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.
6. (a). In case a student is sick, he/she should contact immediately the warden. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels. Medical facilities are provided at the hostel dispensary for routine health problems. However, for any other treatment requiring specialist/expert medical care and treatment, the students are supposed to make their own arrangements for treatment and to bear medical expenditure themselves.  
(b). Hostel inmates are advised not to eat food available outside the hostel. Hostel authorities are not responsible for health issues arises because of the outside food.
7. A hostel student will be completely responsible for all his possessions including his/her laptop /electronic gadgets/mobile phones/money/gold, etc. Students are advised not to keep valuables in the hostel rooms. No one should use the belongings of other students without their consent. The institute/ hostel will not be responsible for any loss incurred.
8. Students are strictly directed that after locking their rooms they have to hand over the keys to security/warden and can collect them on returning back to hostel.
9. Students should not break open or try to break open the occupied/vacant rooms of the hostels.
10. The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, bicycle, etc., by students is strictly prohibited inside the hostel premises.
11. Parent/Visitors are not allowed to enter any room in hostel without any permission from warden. Visitors are not permitted in the hostel after 7.00 p.m. However, in special cases, prior permission of warden must be obtained to stay beyond these hours for family members. Male visitors (Parent / Guardian) are not permitted inside the women's hostel.
12. The students of the hostel must maintain attendance and clear all subjects in exam. Students are not allowed to stay in the hostel during college working hours.
13. 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.
14. Study hours from 7:30 pm to 10:30 pm shall be maintained in the hostel. The hostellers must be in their allotted rooms during study hours.
15. Student shall not allow any person to enter or stay in his/her room. Students will not enter the rooms of other students without permission from warden. Students should not go to other students rooms after 9.00 p.m. in the night.
16. Student shall not possess, use or deal with any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes, chew gums or any other sedative materials and on being found, the Institution may take any disciplinary action(s) against student.
17. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any student. Students should not use fire crackers on any occasion inside the hostel or within the premises of the hostel.
18. (a). Television provided in the TV room will be switched on at 6:00 pm and switched off after 7:00 pm. During the examinations the T.V is completely stopped.  
(b). Internet (Wi-fi) is only an extended service for hostellers and neither students nor anyone who is residing in the hostels cannot demand the service. Availability of wireless services solely depends on the discretion of the university and it has rights to stop/interrupt the services at any given point of time. Wi-fi facility will not be provided in hostel during institution working hours. Wi-fi facility available up to 10:30 pm and starts at 4:00 am only.  
(c). All the facilities including additional facilities like T.V., Internet etc., misused shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
19. 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.
20. 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.
21. Student should strictly avoid electrical gadgets like irons, any heaters, any audio systems/players, juicers, printer etc. Such equipment if found in the hostel room will be seized and will not be returned at all. However they are permitted to use of laptops for academic purpose only. If anybody is found using laptops for video games, watching movies/videos, listening music etc. The hostel authorities will impose a fine.
22. 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.

23. **Ragging is a criminal offence and is strictly prohibited. Student shall not indulge directly or indirectly in any act of ragging on the campus, in hostels or outside the campus of the Institution. If student indulge in ragging, the institution may take appropriate disciplinary action (including rustication/expulsion from the hostel and/or the Institution) against student and further legal action as per law of land.**
24. The hostel fee does not include the electricity charges/amount and he/she shall be liable to pay the electricity charges/amount separately in addition to the hostel fee as decided by the institution.
25. The hot water supply shall be available in winter only for fixed morning timings in the washrooms.
26. The institution authority have the full authority for the inspection of the room, bags, almirahs or any of student personal belongings at any time.
27. All hostellers are required to carry their valid identity cards issued to them by the hostel authority when they move inside the hostel/university premises. Inmates are advised to keep their ID cards with them and show them on demand.
28. Any student found in argument/quarrel, arrogance or any sort of misbehavior with any of the hostel staff members will be liable for severe disciplinary action.
29. The students are required to make proper entry in the register placed with the security supervisor at the hostel main gate. They must write the place where they wish to go and the time of going out and in time on return to the Hostel. They shall return after one hour. If he/ she wish to stay out after the said timing owing to special reasons, he/she must obtain prior permission from the warden. Late entry without prior permission will invite cancellation of the out pass or penalty or rustication. Hostel in time for Boys is by 6:30 pm and girls is by 5:30 pm every day. They are not allowed to leave the hostel before 6:00 am.
30. Students who wish to leave the hostel for out-station visits and local visits must obtain prior written permission of the warden concerned at least two days in advance. Absence from hostel without permission will be viewed seriously.
31. The hostel authorities have every right to change/alter the room.
32. Generator facility from 6:00 pm to 11.pm for lighting and fan purpose only.
33. Block Voulanteers /Mess Voulanteers will be selected on merit or as desired by the Warden from among the Block/mess students to assist him/her in the supervision of hostel block/mess and in enforcing discipline. Every hostel student shall co-operate with him/her in the act of discharging his/her duties.
34. Students are prohibited from writing slogans, or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.
35. 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.
36. The rules and timings regarding mess will be applied to all the student of the hostel and will be displayed in hostel notice board. Students should carry their hostel ID card while entering into the mess.
37. Whenever vacation/holiday is declared by the institution the mess will be closed. The mess will function one day after the vacation is declared and will reopen one day before the end of vacation period for the sake of the convenience of hostel students.
38. Individual/group cooking in the rooms is forbidden. If found, they will be expelled from hostels or fined.
39. All matters relating to differences among students and complaints about the hostel servants/wardens shall be brought to the notice of the hostel authorities.
40. Caution money deposit will not be refunded from the institution/hostel, if student violates any rule in hostel/mess.
41. Students are not permitted to make any complaint without prior permission from the hostel authority.
42. Cell phones are strictly prohibited in the hostel premises, except in their allotted rooms. Any unauthorized usage of cell phone will be seized and imposed a fine.
43. Establishment, maintenance, mess and other charges shall be paid for the academic year in advance, which are non- refundable at the time of the admission. Without any payment, room will not be allotted for student. Late fee of 2% will be charge each month.
44. The Institution will be at liberty to impose any disciplinary action(s) or any penalty on student being found any sort of misconduct or indiscipline or disobedience or outside the precincts of the institution, or any act which is detrimental to the interest of the institution. In such case may discontinue in the hostels and student shall not be entitled for any refund of hostel fee and any other fee / charges paid to the institution and student shall also be liable to pay the pending fee, dues, penalty, etc.
45. **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.**
46. **Admission to the hostel will be cancelled if incomplete or false information is furnished.**

I have carefully read all rules and shall abide by the rules and regulations of the Hostel in force during the course of my stay. I will undertake that I will not organize or participate in any strike, dharna, etc., during my stay in hostel. I will undertake that, I will conduct myself properly and be a strict disciplinarian. I understand that the authority reserves every right to cancel my hostel admission at any time upon violation of the above rules.

**Station:**

**Signature of the Student**

**Signature of the Parent/Guardian**

**Date:**

**Student Name:**

**Parent/Guardian Name:**

## UNDERTAKING TO BE SIGNED BY STUDENT

I, Ms/Mr. \_\_\_\_\_ bearing Reg.No \_\_\_\_\_ Studying Year \_\_\_\_\_. I hereby declare that the information furnished is true to the best of my knowledge and solemnly undertake that I will strictly follow the K.L University rules and regulations of the hostel, which are enforced from time to time and shall not involve in any indiscipline activities/ragging / strike / un-lawful activities throughout my studies in this university. If i am found involved in any such above said activities, i am fully aware that i will be expelled from the university and hostel with immediate effect.

I will inform to warden, if any change in the Address or Phone No. of Parent/ Guardian.

**Place:**  
**Date:**

**Signature of the student**  
**Student Name:**

## UNDERTAKING TO BE SIGNED BY THE PARENT / GUARDIAN

I, Mrs/Mr. \_\_\_\_\_ do hereby solemnly affirms and undertake that:

1. My son/daughter/ward, Ms/Mr. \_\_\_\_\_ has submitted his/her undertaking for K.L University hostel rules & regulations with full understanding and my express permission.
2. I assure that my ward will adhere to all the rules and regulations of the hostel and undertaking given by his/her.
3. I shall monitor his/her behavior throughout his/her career in the university.
4. I understand any violation / indiscipline may attract fine or expulsion or both to my ward.
5. I shall hold myself responsible for payment of all his/her fee and other charges during his/her stay in the hostel and pending dues, penalty, etc.
6. I also give an undertaking that if my son/daughter meets with any accident (or) found missing (or) dead, due to violation of hostel rules, I will not proceed against the University for such incidents committed by my ward.
7. I shall, myself, be responsible for any sort of liability arising and any civil or criminal case lying against my son/daughter/ward during the course of study.
8. I will be inform to hostel authorities, if any change in the Address or Phone No. of Parent/ Guardian should be in order to maintain an up-to-date record of the student.

**I solemnly declare that the above details are true to the best of my knowledge and belief.**

**Place:**  
**Date:**

**Signature of the Parent/Guardian**  
**(Full signature of the Parent/Guardian)**

**Relationship with the Student:**

**Note:** True copies of the following documents should be submitted along with the Hostel Application Form

1. Attested photocopy of Proof of residence: Aadhar / Ration / Voter Identity Card, etc.
2. Three extra photograph of student in small envelope.

<b>(for office use only)</b>	
Allotment Status: _____	Room No: _____
Hostel Name: _____	Fee Paid : _____
Date of Admission: _____	Receipt No: _____
Admission No: _____	Balance (if any): _____
<b>Signature of the Hostel Authority</b>	