



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान
INSTITUTE OF NANO SCIENCE & TECHNOLOGY
(An Autonomous Research Institute of the Department of Science and Technology, Government of India)
Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab

F.No. 23(1)/2020-INST

Dated: 03.03.2022

OFFICE ORDER

Further to Office Order of even number dated 09.07.2020, a set of Rules & Regulations for Hostel Residents, as approved by the competent authority, is enclosed for information and compliance to all.

As per the above, the following is the composition of Hostel Council:

- | | | |
|-------|----------------------------------|-----------------------------------------------------------------|
| (i) | Dr. Debabrata Patra, Scientist-E | : Warden (Married Hostel) and
Assistant Warden (Boys Hostel) |
| (ii) | Dr. Kaushik Ghosh, Scientist-E | : Warden (Boys Hostel) |
| (iii) | Dr. Sangita Roy, Scientist-E | : Warden (Girls Hostel) |
| (iv) | Dr. Tapasi Sen, Scientist-E | : Assistant Warden (Girls Hostel) |

Dr. Sangita Roy is nominated as the Coordinator of the Hostel Council. Dean (Academics) shall be the permanent Invitee to the Hostel Council. The tenure of the Hostel Council shall be two years or until further orders.

The council is advised to start functioning as per rules with immediate effect.

(Chief Finance & Administrative Officer)

Copy to:

1. Hostel Council, INST
2. Director's office, INST
3. INST Webteam (with request to upload on INST website)
4. Office Order Folder

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY **MOHALI**

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1 PREAMBLE

1.1 Institute of Nano Science and Technology Mohali (hereinafter referred to as the *Institute*) is a residential Institute. Hence, all registered students are required to stay, if not permitted otherwise, in the *Hostels* (also called Trishul Boys Hostel, Nandadevi Girls Hostel and Kinnaur Married Hostel which words have been used interchangeably in this document) as described hereunder.

1.2 Warden

Director of the Institute (hereinafter referred to as Director) shall appoint one of the faculty members of the Institute as *Warden* of a Hostel, who shall be the highest authority of the Hostel responsible for managing and conducting the affairs of the Hostel.

1.3 Assistant Warden(s)

Director shall appoint one or more members of the faculty, as he deems fit, as *Assistant Warden(s)* of a Hostel, to assist the Warden in managing and conducting the affairs of the Hostel

1.4 Hostel Management

The Warden and Assistant Warden(s) shall collectively be referred to as *Hostel Management*, and together shall be responsible for proper functioning of the affairs of the Hostel.

1.5 Council of Wardens

Wardens of all the Hostel shall collectively constitute the *Council of Wardens* (hereinafter referred to as *Hostel Council*), which shall be the coordinating body among all the Hostels of the Institute. Director shall nominate one of the Wardens as the Coordinator of the Hostel Council. *Dean Academics* shall be a permanent invitee to the Hostel Council. The tenure of the Council shall be two years or until further orders.

1.6 Hostel Manager

In order to assist the Warden and Assistant Warden(s) in the day-to-day functioning of the Hostels including the Mess and to keep records and office in order, a *Hostel Manager* shall be deputed by the Institute.

2. ACCOMMODATION

2.1 Hostel accommodation shall be available to all registered students of the Institute.

2.2 Hostel accommodation is available to all registered PhD students for a maximum period of five years. At the end of the tenure they have to vacate the Hostel.

2.3 Scholars shall vacate the Hostel even in the middle of a semester once they are relieved from the Institute. PhD scholars availing Hostel accommodation are not eligible for HRA.

2.4 If available, Hostel accommodation may be provided for a limited period to a Project Associates/JRF/SRF/PDF, Intern and Research Associates 1, who is working in the Institute. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the Hostel Management. The Project Associates/JRF /SRF/PDF, Intern and Research Associates 1, residing in a Hostel is governed by the same rules and regulations as applicable to regular boarder of the Hostel and shall not be eligible for HRA. Research Associates 1 may be given preference over the other student categories in case limited seats are available.

2.5 Application for admission to the Hostel must be made in the prescribed form, which is available in the Academic Section of the Institute. Accommodation would be provided only after paying the requisite fees and rents as decided by the Hostel Management from time to time after approval from the competent authority. All charges and rents prescribed in the application form or any other documents are subject to

change as per the decision of the Institute authorities without prior notice.

- 2.6 No student will be allowed to stay in the Hostel without formal admission.
- 2.7 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- 2.8 At the time of admission every student has to submit a written undertaking in the prescribed form to the extent that he/she would abide by the rules and regulations of the Hostel.
- 2.9 Under special circumstances, the Director/Dean (Academics) may permit a student to reside with his Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hostel residence and will be required to pay seat rent, Hostel establishment and other charges. However, this permission may be withdrawn at the discretion of the Director/Dean (Academics) at any time considered appropriate without assigning any reason.
- 2.10 Married accommodation shall be provided only in Hostel designated for married occupants.

3. ROOM ALLOTMENT

- 3.1 At the time of admission of a student into the Hostel each resident is required to submit Personal Data in the duly filled in prescribed Hostel Accommodation Application Form (**Annexure 1**). Any change in this information at any point of time has to be intimated to the Hostel office in writing.
- 3.2 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator, almirah for storage and reasonable light fitting.
- 3.3 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
- 3.4 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- 3.5 Inmates shall respect the equal rights of their roommates
- 3.6 If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden(s) immediately. Such student may be asked to vacate the Hostel if the Hostel Management finds that he/she is no longer eligible for Hostel accommodation.
- 3.7 The students are entitled for accommodation in the Hostel as long as they are full time registered students with full fellowship. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Roll of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.
- 3.8 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Application Form' (**Annexure 2**) in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned as per Clause 11 detailed hereunder.

4. ACCOMMODATION OF GUESTS

- 4.1 If the father/mother/guardian of a boarder needs accommodation for a short duration (one or two days only), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her, subject to the availability of Guest House of the Institute.
- 4.2 A boarder, whose guests would be accommodated in the Guest House, has to pay the guest charges as per the rates fixed by the Management.
- 4.3 As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-served-basis.
- 4.4 Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine of Rs. 2000/- (Rupees two thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Management for further necessary action.
- 4.5 Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a boarder's room overnight. If it is established that a visitor has stayed in a boarder's room, severe punishment will be imposed on the boarder which may include a monetary fine of Rs. 2500/- (Rupees two thousand five hundred only) and expulsion from the Hostel. In addition, such cases will be referred to the Management for further necessary action.
- 4.6 If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned as per Clause 11 detailed hereunder.

5. VISITORS

- 5.1 Visitor's entry is allowed into the Hostels only with the permission of Warden in prescribed format at (**Annexure 5**). Otherwise, all visitors to the Hostel residents including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Main Gate and meeting shall take place in designated meeting room only.
- 5.2 Violation of rule 5.1 will lead to disciplinary action and punishment against the boarder as decided by the Hostel and Institute Authorities.

6. USE OF APPLIANCES

- 6.1 The use of electrical / electro-mechanical equipment's, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract disciplinary action by the hostel management.
- 6.2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.
- 6.3 When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hostel Management.

7 MESS:

- 7.1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.
- 7.2 Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hostel Mess until

he/she officially vacates the Hostel.

7.3 **Hostel Mess Committee**

The function of the Mess shall be supervised and carried out by the *Hostel Mess Committee* consisting of the following members:

- i) Warden : Chairperson
- ii) Assistant Warden(s)
- iii) Three regular boarders : Elected by the Hostel Inmates
- iv) Two regular boarders : Nominated by the Warden in consultation with the Assistant Warden(s)

7.4 The Mess in each Hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units.

7.5 The weekly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.

7.6 Discipline should be strictly maintained in the dining hall.

7.7 Day Scholars cannot be entertained as guests in the mess on a regular basis.

7.8 Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. Disciplinary action will be taken on the respective inmates found doing the same. If an inmate is ill, the Hostel Management will make suitable arrangements for his/her food.

7.9 The inmates should not enter the kitchen.

7.10 Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time, disciplinary action will be taken against him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her.

7.11 Suitable fine, as decided by the Mess Committee, shall be imposed on the boarder in case he/she defaults in payment of Mess dues.

8 **HOSTEL MAINTENANCE AND CLEANINESS**

8.1 It is the responsibility of the Hostel Maintenance Committee to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavours.

8.2 **HOSTEL MAINTENANCE COMMITTEE**

To plan, supervise and carry out the responsibilities mentioned at Clause 8.1, a *Hostel Maintenance Committee* consisting of the following members shall be constituted:

- i) Warden : Chairperson
- ii) Assistant Warden(s)
- iii) Three regular boarders : Elected by the Hostel Inmates
- iv) Two regular boarders : Nominated by the Warden in consultation with the Assistant Warden(s)

9 **RAGGING:**

9.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hall and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.

- 9.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.
- 9.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- 9.4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 9.5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
- 9.6 All boarders and day-scholars attached to the Hall are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

10 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

- 10.1 Students residing in Hostel should be present within the Institute campus between 9:30 PM to 6.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden (**Annexure 3**). Violation of this rule will invite strict disciplinary action on him/her.

11 CODE OF CONDUCT

- 11.1 All residents are required to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- 11.2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- 11.3 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- 11.4 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- 11.5 Notices must not be pasted on walls. Walls must not be scribbled on.
- 11.6 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- 11.7 Residents must also take care of the Hostel and its environment.
- 11.8 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.
- 11.9 Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
- 11.10 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken intentionally, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and disciplinary action will be taken.

- 11.11 In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.
- 11.12 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.
- 11.13 The resident shall not remove any fitting or fixture from any room or common area.
- 11.14 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- 11.15 The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.
- 11.16 Engaging personal attendants is prohibited.
- 11.17 Hostels are divided into separate wings for girls and boys. Entry for boys in the girl's Hostel and vice versa, is allowed only in meeting room and common areas. Trespassing to other places of any kind will attract strong disciplinary action. Any related incident should be brought to the notice of Dean Academics and Hostel Wardens.
- 11.18 In the Hostel premises the following acts are strictly prohibited:
- Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Wilful damage to property
 - Entering the Hostel premises in an intoxicated state
 - Using abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
 - Cooking in the room or on the Hostel premises

12 DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel Management so considers, the case may be forwarded to the Institute for further necessary action.

13 FINE FUNDS

- 13.1 A Fund, to be called the *Mess Fine Fund*, (**Annexure 4**) will be created out of the fines collected from the defaulters of the mess dues. This Fund will be utilized for the improvement in the mess services, as decided by the Mess Committee.
- 13.2 A Fund, to be called the *Hostel Fine Fund*, (**Annexure 4**) will be created out of the fines collected from

the boarders of the Hostel. The Hostel Fine Fund will be utilized for the improvement and upkeep of the Hostel, as decided by the Hostel Maintenance Committee.

14 GRIEVANCE REDRESSAL

If any boarder feels aggrieved on any matter concerning running of the Hostel or its Mess, he/she may approach the Hostel Management in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the Hostel Management may refer the case to the Institute for further action.

14.1 RIGHTS OF HOSTEL MANAGEMENT

The Hostel Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hostel Notice boards.

15 APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Director of the Institute through the Warden for redressal. The decision of the Director on the matter shall be considered as final and binding.



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Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab

(Annexure 1 : Part-A)

HOSTEL ACCOMODATION APPLICATION FORM

(To be filled at the time of allotment of Hostel accommodation/ change of room)

PERSONAL DATA

Name..... Reg No.....
Gender..... Accommodation Type **Boys/Girls/ Married**
Marital status..... Date of Birth.....
Father's/ Husband's Name.....
Date of Joining..... Course/Program.....
Mobile No Email ID.....

Photograph

Permanent Address.....
.....

Medical Illness (If Any).....

PERSON TO CONTACT IN CASE OF ENMERGENCY

Name:
Mobile No.....Email ID.....
Address.....

DECLARATION

1. I understand and accept the rules of the institute and condition of Hostel allotment /accommodation.
2. I certify that the particulars given above are true and correct to the best of my knowledge and belief and nothing has been concealed there in. In case the particulars given above are found incorrect, I shall be liable for any action in addition to cancellation of allotment of Institute accommodation.
3. I undertake to abide by the Hostel accommodation and Code of conduct.

Date:

Place:

Signature of Applicant

FOR OFFICE USE

Allotted Room No..... Hostel Name.....

Date Of Allotment.....Date of Occupancy.....

(Hostel Manager)

(Hostel Warden)

Copy To: 1. Administration
2. Finance

....Annexure-1 Part-B continued

UNDERTAKING FROM THE ALLOTTEES

I, Mr./Ms. _____ Reg No.: _____ Course / Program
_____ of Institute of Nano Science and Technology, Mohali do hereby undertake on this
day _____ month _____ year _____ the following:

1. I shall abide by the admissible rules and regulations of Institute of Nano Science and Technology, Mohali and follow the code of conduct for hostel allottees. I acknowledge that the Institute has the authority of taking disciplinary action against me for non-compliance of the same.
2. That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging.
3. That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law. I understand that, in case I am involved in ragging, the case will be reported to the police and the law will take its own course and I will be summarily expelled from the institute.
4. That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action legal proceedings including expulsion from the institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
5. That I shall not resort to ragging in any form at any place and shall abide by the rules laws prescribed by the Courts, Government of India and the institute authorities for the purpose from time to time.
6. I understand that as per rules and regulations of the institute, I will not be permitted to possess or use any motorized vehicle inside the institute campus, unless I am permitted to do so by a written authorization from the Dean (Academics).
7. Hostels are divided into separate wings for girls and boys. Entry for boys in the girl's Hostel and vice versa other than common areas, is not permitted. Trespassing of any kind will attract strong disciplinary action. Any related incident should be brought to the notice of Dean Academics and Hostel Wardens.
8. I, hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable / in disciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the Institute shall in no way provide any support to me and will not be held responsible for my any such action.
9. I, also declare that, I am not suffering from any serious/contagious ailment and/or any psychiatric / psychological disorder.
10. I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect.
11. I, hereby undertake to inform the Institute, about any changes in information submitted by me, in the Application Form and any other documents, including change in addresses and phone nos., from time to time.

Place:

Date:

Signature of the Candidate



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(Annexure 2)

ROOM VACATING APPLICATION FORM

To

Hostel Warden (Girls / Boys / Married)
INST Mohali

Madam/Sir

I Reg No.....am staying in Room
No.....of Hostel..... I would like to vacate my room on
date.....

(Signature of Applicant)

For Office Use Only

Sl No	Particulars of Items	Quantity Issued	Quantity Returned	Remarks
01				
02				
03				
04				
05				
06				
07				

Electricity dues :

Common Damages :

Other dues, if any :

Total Dues (Hostel) :

(Hostel Manager)

(Hostel Warden)

Copy To:
1. Administration
2. Finance



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(Annexure 3)

HOSTEL LEAVE / ABSENCE APPLICATION FORM

To

Hostel Warden (Girls / Boys / Married)
INST Mohali

Madam/Sir

I Reg No.....am staying in Room
No.....of Hostel.....

Reason for absence & Leave

Date & Time of Departure

Date & Time of Arrival

Date:

(Signature of student)

(Hostel Manager)

Approved / Not Approved

(Hostel Warden)

MESS /HOSTEL FINE FUND RECEIPT

Receipt No:

Date: _____

Received with thanks from Mr/Mrs

an amount of Rs. _____ (In Words).....

by Cash on account of Mess/Hostel fine Fund.

Rs.....

Signature
(Hostel Manager)



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(Annexure 5)

HOSTEL VISITOR PERMISSION FORM

To

Security Section
INST Mohali

Madam/Sir

I Reg No.....am staying in Room
No.....of Hostel.....

VISITOR DETILAS

Visit Date..... Visitor Name.....

Mobile No.....Address.....

Purpose of Visit

Date:

(Signature of student)

Approved / Not Approved

(Hostel Manager)

(Hostel Warden)

Remarks by Main Gate

Time In.....

Time Out.....

Security Section