



**B.P. Mandal College of Engineering, Madhepura**  
**At- Majrahat, Singheshwar Road, Madhepura- 852128**

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**APPLICATION FORM FOR HOSTEL ALLOTMENT**

Session: -

Name of Applicant: - [In Block Letter]

Mobile No. -

E-mail id-

Roll No. -

Registration No. -

Branch: -

Semester: -

Gender: -

Father's/Guardian's Name: - [In Block Letter]

Mobile No. -

E-mail id-

Mother's Name: - [In Block Letter]

Mobile No-

E-mail id-

Correspondence Address: - [In Block Letter]

Affix latest  
passport size color  
photograph  
3.5 CM X 4.5 CM

Ward No	
AT	
POST-	
PS-	
DISTRICT-	
STATE	
PIN CODE-	

Permanent Address: - [In Block Letter] please attach photocopy of residential Certificate:-

Ward No	
AT	
POST-	
PS-	
DISTRICT-	
STATE	
PIN CODE-	

Category [GEN/BC/EBC/SC/ST/EWS]: -

Please attached photocopy of caste certificate or EWS certificate.

Name & Address of Local Guardian: -

Mobile no of local Guardian: -

Previous Semester CGPA: -

[Please attached photocopy of latest mark-sheet]

Distance from Permanent address (approximate): -

Present Hostel Accommodation (if any): - Name of Hostel ..... Room No.....

**The above information submitted in this application is true to the best of my knowledge and belief.**

Date: - ...../...../202

Signature of Applicant

## UNDERTAKING BY THE STUDENT

I .....S/O D/O Mr./Mrs.....

have carefully read and understand the hostel rules as laid down by the BPMCE Madhepura

2. I hereby undertake that -

(i) I will adhere to the rules and not to indulge in any behaviors or act that may come under the definition of violation of hostel rules.

(ii) I will not participate in or abet or propagate violation of hostel rules in any form.

(iii) I will neither create public nuisance nor participate in or propagate political religious or regional issues which lead to disharmony or cause law and order problem during my stay in the hostel.

(iv) I have not been expelled or debarred from any educational institution on disciplinary grounds -

3. If, there happens any indisciplinary action by me, the decision taken by the hostel management committee will be the final and accepted by me -

Place:

Date:

Mobile Number of Candidate:

Mobile Number of Father/Guardian:

Class Roll no.

Semester

Branch

Full Permanent Address:

Signature of Student

## UNDERTAKING BY PARENT/GUARDIAN FOR HOSTEL ALLOTMENT

NAME OF PARENT/GUARDIAN: .....  
NAME OF CANDIDATE : .....  
COURSE: ..... BRANCH: ..... SEM: .....  
CLASS ROLL: ..... AKU Reg. No. : .....  
HOSTEL ROOM No. ALLOTTED TO WARD: .....  
MOBILE NO. OF GUARDIAN: ..... BLOOD GROUP: .....  
MOBILE NO. OF CANDIDATE: ..... ALLERGY (FROM): .....

I hereby confirm and declare that -

1. My ward has read and understood all the rules and guide lines of BPMCE. If, he/she is allotted hostel of BPMCE, he/she will adhere to all the rules and guidelines of BPMCE – Hostel and the Institute.
2. My ward will not involve in any case of violation of any of the Hostel rules and will not indulge in any Unlawful / Unfair activities at any circumstances.
3. My ward will not use or promote anybody to use or store any type of items which are prohibited in the hostels including smoking, alcohol, drugs or any susceptible items -
4. My ward will not interchange the allotted room with any other student of BPMCE Madhepura
5. My ward will entertain external visitors in common room only with permission of resident warden
6. My ward will not allow any other person other than the allotted roommate to stay in his/her room.
7. My ward will not damage the furniture /electrical equipment in his/her room & hostel He/She will not disfigure the room & hostel & will keep his/her room clean always.
8. My ward will not involve himself in ragging cases and if found any body doing so, he/she will report the same to the authorities with the names and branch of student involved.
9. My ward will not indulge in physical altercations of any sort with any other student/ staff /faculty of BPMCE Madhepura
10. My ward will be fully abiding by the hostel timing stipulated by the hostel officials. He/She will enter the details of his/her movement outside the in the movement register.
11. My ward will accept the decision taken by the institute /warden for the good of institution/ candidate for closing /opening of hostel in festivals having long duration /semester end /D.P/ Summer Vacation.
12. If any act of indiscipline/unfair means done by my ward, the action taken by the hostel management committee/Institute will be abide by me.

Signature of Parents/Guardian

# Hostel Rules and Regulations

(For both Girls and Boys hostel)

## **1. Administration**

- 1.1 The following officers constitute the Hostel Management
  - a. Chief Warden
  - b. Hostel Superintendent (HS) (For each hostel)
  - c. Resident Warden/Care Taker/Clerk (For each hostel)
  - d. Mess Supervisor
- 1.2 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel

## **2. Admission**

- 2.1 Admission shall be confined to the regular students who are in the current nominal roll of the college.
- 2.2 Application for the admission should be addressed to the Hostel Superintendent, BMPCE, Madhepura in the prescribed format. Application not in the prescribed format will not be accepted. Application for hostel admission will be issued only at the time of admission.
- 2.3 The HS shall have the right to refuse admission to any applicant without assigning any reason. The parents / guardian of the applicant should be present at the time of admission.

## **3. Allotment of Rooms**

- 3.1 Hostel Priority will be given to students on the basis of distance from residence.
- 3.2 Allotment will be based on the seniority and the CGPA.
- 3.3 If the CGPA of two students are same the average of the final and previous semester marks will decide the priority.
- 3.4 Rooms will be allotted at the discretion of the Hostel Superintendent. Rooms once allotted will not be changed at any circumstances during the academic year / semester.
- 3.5 Each student will be supplied with the required furniture and he/she will be responsible for properly keeping and returning the same in good condition. The students will not be permitted to bring any items of their choice. No item of furniture shall be shifted from one room to another room under any circumstances.
- 3.6 Rooms are provided with electric lights. Students should see that lights are switched off when they go to sleep or leave the room. Electrical installation should not be tampered with. Any infringement will be dealt with seriously.

3.7 Allotment of room/seat is free from Caste and Religion.

#### **4. Fee**

At the time of admission in hostel each students have to pay following amounts under different heads

Hostel Fee (Per Semester) Rs. 4800

Caution Money (one time, refundable) Rs. 3500

Hostel Admission charge Rs. 50

(This amount may change from time to time as per committee recommendation)

Mess Charges: Depends on vendor

#### **5. Mess**

- 5.1 Food in the mess will be managed by Mess management committee which constitutes Hostel Superintendent, Resident Warden, and Students representative.
- 5.2 Before the first day of every semester the inmates of each mess shall (from among themselves) elect a representative who subject to the control of Hostel Superintendent will conduct the proper working of the mess for the semester
- 5.3 The hours of mess in the dining hall will ordinarily be  
Breakfast 7:30 to 9:00 A.M.  
Lunch 1:00 to 2:30 P.M.  
Dinner 8:00 to 9:30 P.M
- 5.4 Inmates are not allowed to take any food, utensils outside the dinning hall.
- 5.5 The Hostel office will be open for collection of dues on all working days from 9:00 A.M. To 5:00 P.M. The last date of remittance of dues without fine will be 15th of the month. After that fine of Rs 100/- will be levied for remittance before the end of the month. If the dues are not remitted within the course of the month, the students will be asked to vacate his seat in the hostel forthwith and all the dues will be adjusted in the mess deposit.
- 5.6 Students leaving hostel for vacation should pay up all the dues before they vacate. Students will not be permitted to stay in the hostel during vacation. If anyone wants to stay he/she should have obtained the prior permission of the Hostel Superintendent.
- 5.7 The statement of the mess dues for a month will be published in the Notice Board on 15th of the month. Complaints if any should be given in writing to the Hostel Superintendent on the day of publication of mess dues.
- 5.8 Mess charges should be paid in advance (current month + next month)

## **Code of Conduct**

1. All residents are expected to produce the ID Cards when demanded by Wardens/ Staff Members / Security persons.
2. Day scholars are not allowed to enter into the hostel
3. Residents shall maintain a high standard of decorum and behavior.
4. At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipment's are in good condition. If any damage is noticed, the same may be reported to the Hostel Superintendent in writing.
5. The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.
6. Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
7. The rooms, common areas and surroundings should be kept clean and hygienic.
8. Residents are expected to dress decently while visiting the mess hall.
9. Hostel Superintendent / Resident Warden have the authority to conduct surprise checks in hostel rooms.
10. Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
11. Physical/Biometric attendance must for daily attendance. If not registered within the time, they have to pay penalty. (Girls Hostel)
12. Student must be proper for daily attendance taken by the HS/Resident Warden. If not given in proper time, they have to pay penalty. (Boys Hostel)
13. Dispose the waste and napkins properly in the respected dustbins. If improper disposing is found in any floor, the entire floor students will be fined. (Girls Hostel)
14. Don't leave slippers outside of the room. (Girls Hostel)
15. 15<sup>th</sup> and 30<sup>th</sup> of every month, Students room cleanliness will be checked and taken action. Best & Worst performer of the month/wing will be displayed in the notice board.
16. Residents are expected to sign in the movement register while going out of the hostel other than to the campus on working days and holidays.
17. Any Resident observing that his/her room-mate(s) is/are facing any difficulty and

needs/need external help, the same may be informed to the HS / Resident Warden immediately.

18. Inmates are not allowed to bring bikes and motor vehicles to the hostel premises.

19. Students are not permitted to convene meetings of any kind in the hostel without the written permission from the hostel management.

20. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.

21. Birthday celebrations, bursting crackers, DJ etc. are not allowed in hostels and on the campus.

22. Student is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

23. In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the HS.

24. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

25. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.

26. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".

27. Smoking and consumption of tobacco, pan masala, alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspension from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the

case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

28. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.

29. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

a) He / she will be expelled from the hostel.

b) A record of his/her misconduct will be made in the personal file.

c) The cost of damage will be fully recovered from him / her together with penalty.

d) He / she will also be fined commensurate with the offence committed.

e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.

30. Residents shall settle all the dues on time.

31. Hostel or college authorities are not responsible for any loss of private property of the students residing in the hostels.

32. Residents shall deposit valuables, if any, in the locker. They shall use their own lock for their lockers.

33. Visitors / parents / relatives to the Hostel are to meet the inmate in the reception area on the ground floor with the Warden's / Resident Warden's knowledge only. Visitors/ parents/relatives are not allowed to stay in hostel, they have to make their own arrangement outside the hostel premise.

34. Warden / Resident Warden will inspect rooms on any working days to ensure that no student is staying in the hostel without permission.

35. Residents shall return to their respective hostels before 07:00 p.m(Girls)/08.00 p.m (Boys). In case if any student wants to go out for a genuine reason, prior written permission shall be taken from the HS.

36. When vacating the hostel, the inmates shall get the signature from the HS/Resident Warden certifying that all the furniture and the room are returned in good condition.

37. Misbehavior with wardens or any employee of the institution will attract strict action.

38. Residents are expected to make conscious efforts to take into account the larger



interests of the institution and promote a healthy feeling of friendship during their hostel life. Students shall not keep unauthorized property and unauthorized guests in their room

39. The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.(only laptop and mobile charger are allowed)

40. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.

41. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

42. The visit of boys students to the girl's hostel and vice- versa is not permitted.

43. If a student goes out of station, he/she must give the application to resident warden/HS and get the permission granted.

### **7. Penalty for indiscipline activities**

The Hostel Superintendent, together with the Chief Warden reserves the right to charge fine for the following acts of indiscipline, without any further enquiry or proceedings:

1. Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
2. Shouting / whistling / using abusive words
3. Frequent late coming to the hostel even after warnings
4. Disobedience towards Chief Warden / HS/Resident Warden / Staff Members etc.
5. Damaging hostel property
6. Use of electrical appliances, which are not allowed as per the rule
7. Bursting crackers or creating such avoidable noisy scenes without the Hostel Superintendent Permission