



GIRLS HOSTEL
GURU GHASIDAS VISHWAVIDYALAYA
BILASPUR (CG)

SESSION
 Old/New Student

- 1) Name (in block letters).....
- 2) Father's Name.....
- 3) Mother's Name.....
- 2) Name of the admitted course.....
- 3) Name of the Department.....
- 4) Name of Hostel.....
- 5) CategoryGEN/SC/ST/OBC
- 6) Date of Birth.....

7) (a) **Address for communication**

(b) **Permanent Address**

.....

.....

8. **Ph.No/Mob. No.** (Calls and Messages sent through this phone/mobile only be accepted officially).....

9. **Email ID** (The e-mail sent through this e-mail id only be accepted officially)

10. Educational Qualification

Examination Passed	Board/University	Year of Passing	%of Marks obtained
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- i. High School or Equivalent
- ii. Intermediate (10+2)
- iii. Graduation
- iv. Post Graduation

10. Name & addresses of Local Guardians and Visitors & their relationship with the candidates (Maximum Two)

- i).....
- ii).....

Signatures of visitors/LG 1..... 2

Attestation by parent-

DECLARATION BY THE PARENT/GAURDIAN

I..... F/O/M/O/G/O.....

.....do undertake that I shall be responsible for the conduct and behavior of my ward.....during her stay in the hostel and she will not be involved in any act of indiscipline. I also undertake to pay all her hostel dues for the entire period of the educational and all her personal expenses during her period of stay.

Signature of Parents/Guardian

PERMISSION OF GOING HOME (Applicable only for girls Hostel)

I.....F/O/M/O/G/O.....

.....declare that my daughter may be permitted to go home with local guardian/authorized guardian through FAX MESSAGE duly signed and sent by me to the hostel authority.

Date..... Place..... signature of the parent/guardian

Space for photographs

Mother

Father

Local Guardian

Local Guardian

Name

Name

Name

Name

Verified By
Parent

Enclosures

1. Character certificates from the head of institution last attended.
2. Attested Copies of Certificate/Degree of High School, Intermediate (10+2), Bachelors and Masters Examinations.
3. Certificate of Being Schedule Caste/Schedule Tribe/Other Backward Classes.
4. Medical fitness certificates.
5. Photographs of Parent, Local Guardian, Visitors attested by Mother/Father.
6. Certificate from Head of the Department.

DECLARATION BY THE CANDIDATE

I..... d/o.....declare that:

1. All the filled entries are correct & true.
2. No criminal case is pending against me and I have never been expelled/ restituted from any Educational Institution or convicted by a court of Law.
3. I shall abide by the rules and regulations laid of the Hostel from time to time.

Signature of the Candidate

ADMISSION VERIFICATION CERTIFICATE

Ku/Smt/Ms.....has been admitted to (Name of the course and Semester).....in the department ofas a regular student in the session.....The duration of the course is ofsemesters.

Head of the Department

Signature & Seal

Undertaking by Parents/ Guardians for Medical Issues

I ----- parent/guardian of.....hereby declare that in case of any medical needs of my daughter /ward, I fully authorize the hostel/university authorities to take decision and act accordingly. I will not raise any objection on the decision taken by them. I also commit that I or any authorized person by me will reach to the hostel to take charge of my daughter / ward within 24 hours of intimation of any medical issue related to my daughter/ward. In case of any expenses occurred for providing medical facilities to my daughter, I will make full payment within one week.

Name & Signature

Date

signed in the presence of.....

(Warden, Admission In-charge)

Medical fitness format

(From University Medical Officer)

This is to certify that Ms/ Mrs----- is medically fit to stay in the hostel. She is not suffering from any Infectious disease.

University Doctor

Signature & Seal

For Office Use Only

Ku/ Smt. is recommended for admission in the hostel fees challan can be issued.

Warden (Admission In-Charge)

Hostel Fee Rs is deposited by challan number..... dated -----

Admission Register Number is

Office In-charge

Room Number..... is allotted. Hostel Admission Card Issued. Name entered into Attendance Register of the Hostel

Matron

Warden (Admission In-charge)

Administrative Warden

TOTAL FEES PAYABLE AT THE TIME OF ADMISSION

Applicants are advised to come with the-required amount at the time of personal interview so that they can deposit the fees immediately.

No cash should be paid to any one; the fees should be paid through university challan issued by hostel office. One copy of the receipt should be submitted to hostel office to receive the hostel admission card.

Fee Structure

For Girls Hostel (For one Academic Session)

Admission Fee	:	50.00
Utensils and Furniture	:	100.00
Medical Fees	:	100.00
Common Room	:	50.00
Repair and Maintenance	:	150.00
Fan Charge	:	100.00
Development Fee	:	100.00
Rome Rent	:	100/ per month (1200 for one academic session)
Campus Security	:	100.00
Contingency	:	100.00
Establishment	:	100.00
Hostel Day	:	100.00
Caution Money	:	500.00 (one time, refundable)
Mess Security	:	1500.00 (one time, refundable)
Processing Fees	:	100.00 (For one academic session)
Total for New Admission	:	4350.00
Total for Old Admission	:	2350.00

Personal Cooler charges: 100/ per month (applicable to those only who will keep coolers in their rooms. Students can pay this fee in advance.

Procedure for Girls Hostel's Admission

1. All students seeking admission in the hostel are required to submit duly filled hostel admission form with all the enclosures
2. The old students can submit their hostel admission forms directly in the hostel office personally duly recommended by the respective Heads of Departments with all required documents, photographs at the commencement of the new academic session.
3. The new students should submit their form to respective Head of the Departments along with their course admission forms and all the required documents and photographs.
4. **Hostel Admission forms will be available in the hostel office or can be downloaded from the University website (www.ggu.ac.in).**
5. Admission in the hostel will be done strictly in accordance with the hostel admission policy of the University. The list of the applicants (new) found suitable for hostel admission will be declared and will be displayed on the respected Departmental notice board. Selected applicants should appear before the warden (Admission In-charge) for the admission formalities with their parents and local guardians on the given date and time.
6. Only after the recommendation of warden (Admission In-charge) and approval of Administrative warden, the applicant can deposit the hostel fees within the given date. If any applicant fails to deposit the fees within the given date her admission will be cancelled.
7. Medical check up of the selected applicants will be done by the University Medical Officer.
8. The room in the hostel will be allotted only after the verification of fees receipt.
9. Hostel admission card will be issued to the applicant at the time of room allotment. Only after showing this card to the Gate Guard the applicant will be allowed to enter into the hostel with luggage.
10. The applicant has to report to the hostel before the last date mentioned in the admission card other wise hostel authorities would have the right to cancel the admission.
11. For any further enquiry related to hostel admission, the warden (Admission In-charge) can be contacted during the office hours.
12. Hostel residents are required to follow the rules and regulations prescribed for them. The copy of the rules and regulation are displayed on the notice board of the Girls Hostel.
13. Failure to observe discipline or violation of any rule may make a student liable to disciplinary action, which may result in eviction from the Hostel.
14. The hostel administration reserves the right to refuse admission to any applicant without assigning any reason.

Note: HOSTEL SEATS ARE LIMITED

Special Provision for Old Students

The old students would be given temporary admission at the time of commencement of the academic session in the hostel for one week. The list of eligible students for admission in the hostel will be displayed on the notice board of the Girls Hostel. The students are advised to confirm their name through e-mail/ phone to warden/matron before their arrival. They have to complete admission related formalities within one week of the temporary admission including submission of completed form, fees deposit, physical appearance of parents/ guardians etc.

Admission Policy

1. Priority will be given to those who were admitted during previous academic session and are yet to complete their course on the condition that
 - a. Student who has maintained a satisfactory conduct and was not found guilty of any indisciplinary activities in hostel during her stay.
 - b. Students having back log/ supplementary in any of the subjects, will not be allowed for the admission in the hostel
2. Admission will be given to those candidates admitted to a full time program and are coming from Outside Bilaspur (not residing within 8 km).
3. The seats will be allotted faculty wise. The number of seats allotted to each faculty will be according to the University rules.
4. Reservation will be given as per central government rules.
5. The Deans / Heads of the faculty / Department will recommend the students for the hostel admission.

Check List of the Documents/ Photographs required for Hostel Admission

1. Prescribed completed hostel admission form.
2. Mark sheets of Higher Secondary, Intermediate and Qualifying examinations.
3. Medical Fitness Certificate in the prescribed format (available with hostel admission form).
4. Photographs of applicant, parents and Local guardians (Maximum two)(Two photographs of each)
5. Character certificates from the Head of the institution last attended.
6. Caste Certificate (Schedule Caste/ Schedule Tribe/ Other Backward Classes/Handicapped) if needed.

Phone Number, E-Mail and Address

**Wardens, Girls Hostel
Guru Ghasidas Vishwavidyalaya
Bilaspur- 495009**

Dr. Rashmi Agrawal

Associate Professor

(Administrative Warden)

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Dr. Arti Srivastava,

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Matron

Smt. Geeta Sahu

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Smt. Janaki Sahu

Mob No.: 09009146267



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)

GIRL'S HOSTEL

GUARDIAN/LOCAL GUARDIAN IDENTITY CARD

Year

1. Father's Name
(IN BLOCK LETTER)

2. Mother's Name
(IN BLOCK LETTER)

3. Name of Daughter
(IN BLOCK LETTER)

4. Name of the Department

5. Permanent Address

.....

.....

6. Phone Number

Mobile. No.

Passport

Size

Photo

(Mother)

Specimen Signature - Mother

Passport

Size

Photo

(Father)

Specimen Signature - Father

DETAILS OF LOCAL GUARDIAN

Passport
Size
Photo
Local Guardian
(1)

Specimen Signature
Local Guardian (1)

Passport
Size
Photo
Local Guardian
(2)

Specimen Signature
Local Guardian (2)

Name :

Address :

.....

.....

Phone Number

Mobile. No.

Name :

Address :

.....

.....

Phone Number

Mobile. No.



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

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GIRL'S HOSTEL ADMISSION CARD

(To be submitted to the Gate Guard)

Year

Name Ms./Smt.

Course Year

is admitted to hostel and is allotted room number

Warden

Admission In-charge, Girl's Hostel

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)