

**ANNEXURE I**

**AFFIDAVIT BY STUDENT**

1. I, \_\_\_\_\_ S/o D/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (Name of the Institution), have received a copy of the UGC/AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place :

Date :

Signature of deponent

Address:

Telephone/ Mobile No.:

Solemnly affirmed and signed in my presence on this the ----- (day) of ----- (month),  
----- (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

## ANNEXURE II

### **AFFIDAVIT BY PARENT/GUARDIAN**

1. I, Mr./Mrs./Ms \_\_\_\_\_ Father/Mother/Guardian of, \_\_\_\_\_, having been admitted to \_\_\_\_\_, have received a copy of the UGC/AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place :

Date :

Signature of deponent

Address:

Telephone/ Mobile No.:

Solemnly affirmed and signed in my presence on this the ----- (day) of ----- (month) ,  
----- (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

### ***Documents to produce at the time of Hostel Room Allotment***

1. Affidavits (**Annexure I, & II**) to be submitted on a Non-Judicial paper of Rs.50/- duly attested by the oath commissioner.
2. Address proof

# MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR

## RULES AND REGULATIONS FOR HOSTEL RESIDENTS

Students staying in the Hostel would be required to comply with all the rules and regulations listed below:

### 1. HOSTEL MANAGEMENT

- 1.1 The following officers constitute the Hostel Management committee (HMC):
  - a) The Director
  - b) Dean Administration
  - b) Dean of Academic Affairs
  - c) Dean of Students Affairs
  - d) The Chief Warden
  - e) Wardens
  - f) Student Representative (to be nominated by the wardens)
- 1.2 Each hostel is managed by a Warden with the provided supporting staff/caretaker etc. The diners of a mess are usually drawn from the specific hostel block. Each mess is administered by a Warden.
- 1.3 The students can approach any of the above officers for help, guidance and grievances. Representations to higher officers must be forwarded through proper channel.

### 2. ACCOMMODATION

- 2.1 Admission to Hostel is semester-wise. On completion of semester Hostel rooms will have to be vacated. If they have to leave any belongings in the hostel during this period, he/she may do so at his/her own risk.
- 2.2 All the Students will be admitted on Merit basis.
- 2.3 In subsequent semesters admission in hostels will be on merit basis (academic plus proficiency in extra curricular activities) only. However depending on the availability, those students (boys) may be permitted for admission who pass in subjects except two (Carry over of two subject is allowed for admission in Hostel).
- 2.4 Old students who were involved in indiscipline activities in the past will not be admitted in the Hostels.
- 2.5 The students are required to pay Hostel fee, Mess fee and Electricity & water charges in advance i.e. in the beginning of each semester for full semester.
- 2.6 The student who fails to deposit the fee within stipulated time for full semester will not be allotted accommodation and will not be allowed to stay in Hostel. However, Payment of fees after due date with fine as approved by the appropriate authority will be permitted.
- 2.7 Statutorily, hostel accommodation is available to B.E. and M.E / M.Tech./MCA students, only during a working semester. No student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work, only on the recommendation of the project guide/Head of the department and approval of the warden.
- 2.8 Hostel accommodation is available to B. Arch./ B. E./ M.C.A/ M.E. students for a maximum length of stay for Five years / Four years / Three years / Two years respectively.
- 2.9 Hostel accommodation may be provided to ad-hoc bachelor faculty who are working at the Institute based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The staff residing in hostels is governed by the same rules, applicable to regular students of the Institute. The staff availing hostel accommodation is not eligible for HRA and should keep the Institute informed about the same.

### 3. CONDITIONS OF ALLOTMENT

- 3.1. At the time of admission of a student to the hostel and at the beginning of every semester, each resident is required to submit a duly completed Hostel Allotment Request Form (Annexure-I) whereby he/she has to promise to abide by all the rules and regulations for the hostel residents. **The telephone number of the parent with STD code must be provided.** Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. **Parents/ Guardians have to accompany their ward at the time of admission.**
- 3.2. The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.
- 3.3. Rooms once allotted to the students for an academic year will not be changed except on special situations.
- 3.4. The Hostel Management, in case of non-availability of rooms, can allot more than two student per room.
- 3.5. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Warden immediately and should vacate the hostel if the Warden/Hostel Management finds that he/she is not eligible for hostel accommodation.
- 3.6. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 3.7. Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.
- 3.8. If a student is allotted a room in the hostel, the charges are payable for one semester even if he/she vacate the hostel in the middle of the semester, and the refund of the charges paid by them is not permissible. If they wish to come back to the hostel during the semester at a later date, then the full semester charges are payable once again.

### 4. CODE OF CONDUCT

- 4.1. All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with every one both inside and outside the campus. Any activity which adversely affects the general discipline of the hostel will be viewed seriously. **All residents are required to carry their valid Identity Cards issued to them by the Institute.** Identity Card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the institute as well as hostel. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.
- 4.2. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 4.3. All the girl students are expected to be in the hostel from 7:30 PM to 6:00 AM (15 March-15 September) and 7:00 PM to 6:30 AM (16 September-14 March ). All the boy students are expected to be in the hostel from 10 PM to 6 AM. . Students staying in the Hostel may visit their parents & LGs provided name, address & phone Nos. are registered with the Warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning back for any reason whatsoever must be notified to the Warden immediately and his/her permission sought.
- 4.4. Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Estate Maintenance office, through The Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- 4.5. 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.

- 4.6 The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by institute authorities.
- 4.7 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she 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.
- 4.8 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 Warden.
- 4.9 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden. The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 4.10 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure I. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 4.11 **Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. 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, or 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".**  
**Excerpts from the Directors of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions: "The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggars not to indulge in ragging".**
- 4.12 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.
- 4.13 Smoking and consumption of 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 rustication 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.
- 4.14 Employing unauthorized persons for personal work such as washing cloths, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel rooms on any account.
- 4.15 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 based on current price 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 in campus interviews will be denied, when he / she reaches the pre-final /final year.
  - f) No recommendations will be given to him / her for studies abroad.
- 4.16 Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in rule 4.15 along with the penalty as decided by HMC.
- 4.17 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. Students are prohibited to keep or carry any type of weapon, like pistol, sword, bar, knife, gupti, etc. in the hostel premises even though possessing a license for it.
- 4.18 The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.
- 4.19 Students will not be allowed to go for parties or any other functions outside the campus after hostel deadline.

## 5. GUESTS

Usually no Guest is permitted to stay in the hostels. However under special circumstances the following will govern:

- 5.1 A guest of a resident may be permitted, with the prior approval by the Warden, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the Hostel Management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.
- 5.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel as decided by the HMC.
- 5.3 No overnight guests are permitted in a student's room without permission of the Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

## 6. VISITORS

- 6.1 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. Parents/guardians/day scholars are required to take warden's permission to see their ward/ classmate. They will meet in the common room only. No entry of outsider shall be allowed in the hostel rooms.
- 6.2 Visitors with due permission of wardens shall be allowed 5.00 PM to 6.00 PM
- 6.3 The visit of men students to the women's hostel and vice-versa is restricted.

## 7. USE OF APPLIANCES

- 7.1 **The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are 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.**
- 7.2 **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 obscene literature/video films CDs from outside.**
- 7.3 **When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.**

## 8. COLLECTIVE RESPONSIBILITIES

- 8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good of such damage, if the students who caused the damage could not be identified.
- 8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 8.3 Residents will be personally responsible for the safety of their belongings.
- 8.4 Residents are required to obey all traffic rules inside the campus.
- 8.5 Residents are duty bound to report to the Warden / Dean (Students) in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 8.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. **No cycles / vehicles should be parked at the entrance or in the corridors.**
- 8.7 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.
- 8.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 8.9 Students should not arrange for any picnic outside without specific permission of the Dean (Students) / Warden.
- 8.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 8.11 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period. The hostel administration will not be responsible in case of any loss or damage to such belongings.
- 8.12 Any case of theft should be reported promptly to the Security Officer.
- 8.13 The jurisdiction of MITS is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police. Picking up a quarrel with the crew will only land them in trouble.
- 8.14 Students are advised not to go out in large groups (more than 6 students) 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 the Institute.
- 8.15 INSTITUTE will do its utmost to protect you as long as you are on the right side of the law.

## 9. MESS RULES

A student mess committee will be constituted by the concerned warden to look after the general supervision of the mess in each hostel block. However any recommendation of this committee will be implemented only after the approval of the warden. In general the following rules will be applicable unless otherwise devised.

- 9.1 No student is allowed to stay in the hostel without being a member of the mess. No private cooking or cooperative cooking will be permitted. All students will deposit messing charges in advance, along with the semester fee for six months.
- 9.2 A student has to join a mess of his specific block if applicable. No change of mess is permissible during the semester.
- 9.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 9.4 Absence from joining the mess will be permitted only by the Director/In-charge Administration & Financial Affairs on the recommendation of the concerned warden based

on request of student for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Mess Manager intimated well in advance of the absence.

- 9.5 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess. Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 9.6 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 9.7 The usual mess timings are as follows and the students should strictly adhere to these timings:
- |           |   |            |    |           |
|-----------|---|------------|----|-----------|
| Breakfast | : | 7.50 a.m.  | to | 9.50 a.m. |
| Lunch     | : | 12.30 noon | to | 2.30 p.m. |
| Snacks    | : | 4.45 p.m.  | to | 5.45 p.m. |
| Dinner    | : | 7.30 p.m.  | to | 9.30 p.m. |
- However the mess committee can modify the above timings only after the due approval of the concerned warden.
- 9.8 The mess charges for each of the hostel will be as per the memorandum of understanding (Annexure-II) duly signed by the mess contractor and the hostel management.

Mess reduction is admissible to the residents of Hostels on the following grounds:

- Approved Study Holidays and Semester Vacation declared by the Director/ In-charge Administration & Financial Affairs.
- Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
- Periods availed by students for attending interviews and In-plant Training on the recommendation of the Professor of Training and Placement.
- Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- Application for mess reduction should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Mess Manager for having applied for mess reduction.
- Any absence of a student from the mess exceeding 24 hours should be intimated to the Mess Manager / Caterer so as to regulate the supply of provisions even though the student is not eligible for mess reduction.
- Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the College Medical Officer at the time of their leaving.
- In case of sudden illness, information on leaving the mess should be made available to the Hostel Warden immediately and the application for mess reduction should be submitted within the next 3 days.
- Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Hostel Warden by post before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
- No student can claim mess reduction unless he/ she had intimated his / her absence to the concerned warden/ mess manager in advance and got prior written approval.
- Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- Students are not permitted to cook any food on their own accord in the messes or in their rooms.

- Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- All diners shall interact with the mess staff in the dining hall in a courteous manner.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- All diners shall produce ID card to dine every time in the mess.
- If any diner is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the warden to arrange for the same at the mess.
- Students should not bring any pet animals into the mess halls or encourage such practice.

## **10. RIGHTS OF HOSTEL MANAGEMENT**

- 10.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 10.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards. In general however these rules are to be reviewed within a period of two years and revised if needed according to modifying environment and experiences of Hostel Management Committee (HMC).

**UNDERTAKING (to be signed by Parents/Guardian)**

I have studied the “**Rules and Regulations for Hostel Residents**” (Enclosed along with hostel allotment form) and take personal responsibility to see that the undertaking given by my ward regarding ragging and maintaining the overall discipline in the hostel will be honored in all respect during his entire period of stay in hostel of MITS Gwalior. I have seen all the facilities existing in the hostel/institute and will not expect or demand any special facility for my ward in the hostel.

Date .....

.....  
(Signature)

Place .....

.....  
(Name)

**UNDERTAKING (to be signed by student)**

1. I have read all “**Rules and Regulations for Hostel Residents**” and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in future.
2. I shall never indulge myself directly or indirectly in any type of Ragging Activity.
3. I'll not get involved in any Union/Group/Forum formation in Hostel/Institute to challenge the MITS Gwalior authority.
4. I'll not involve in any confrontation/fight/quarrel/indiscipline activity in the hostel and the institute.
5. I shall pay the Mess Bill and other charge as per the specified dates. If I fail to do so, I abide by the rules and regulations about penalty.
6. I'll follow all the directions given time-to-time by Hostel authority during my stay in hostel.
7. This undertaking abides me for my entire stay in the hostel.
8. I understand that the decision of the Hostel Section in any of the above matters/issues will be binding on me and shall fully respect the same.
9. I will not interchange the allotted room/furniture/fixture etc and will maintain them in good condition.

Date .....

.....  
(Signature)

Place .....

(Name) .....