EXECUTIVE WARDEN
MIT HOSTEL

DATE: 21-08-2023

CIRCULAR

UG 2nd Year Hostel admission reopened on 28-08-2023 & 29-08-2023 at 10:00 am. Hostel Students are advised to pay the amount in the following bank account.

General Hostel Account Number : 490789424
NRI Hostel Account Number : 6645691581
IFSC Code : IDIB000C028
Bank Name : Indian Bank
Branch : Chromepet
Account Holder Name : EXECUTIVE WARDEN
MIT HOSTEL

Students are advised to download the following forms and submit them on the day of admission without fail. (Accommodation will not be provided those who fail to submit the same).

1. APPLICATION FORM
2. FEE RECEIPT (7.5% Students Submit the School Bonafide)
3. STANDARD OPERATING PROCEDURES (SOP FORM)
4. HOSTEL UNDERTAKING FORM
5. ANTI-RAGGING UNDERTAKING FORM
6. AADHAR XEROX
7. COVID VACCINATION CERTIFICATE.
Lateral Entry Admission Details

Admission Date: 28-08-2023 and 29-08-2023

Fees paying mode: G-pay, Net banking & DD

DD address: The Executive Warden, MIT Hostel, Chrompet, Chennai-44.

Students are advised to submit the following forms at the time of admission without fail.

1. APPLICATION FORM
2. FEE RECEIPT
3. STANDARD OPERATING PROCEDURES (SOP FORM)
4. HOSTEL UNDERTAKING FORM
5. ANTI-RAGGING UNDERTAKING FORM
6. AADHAR XEROX
7. COVID VACCINATION CERTIFICATE
8. ADMISSION SLIP XEROX
9. ALLOTMENT COPY XEROX
10. PASSPORT SIZE PHOTO (1).
# APPLICATION FORM
Hostel Accommodation for the Academic Year 2023-2024

<table>
<thead>
<tr>
<th>Registration Number:</th>
<th></th>
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<tbody>
<tr>
<td>Name:</td>
<td>Fix Photo</td>
</tr>
<tr>
<td>Degree &amp; Branch</td>
<td></td>
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<tr>
<td>Year of Study / Community</td>
<td></td>
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<tr>
<td>Mobile No. / Email id:</td>
<td></td>
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</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th>Father / Mother (s) Name:</th>
<th></th>
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<tbody>
<tr>
<td>Residential Address:</td>
<td></td>
</tr>
<tr>
<td>District / Pin code:</td>
<td></td>
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<tr>
<td>State / Nationality:</td>
<td></td>
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<tr>
<td>Parents / Guardian Mobile No.:</td>
<td></td>
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</tbody>
</table>

1. I am aware that ragging is a criminal offence and is strictly prohibited. I shall not indulge directly in any act of ragging on the campus, in hostels or outside the campus of the institution.
2. I shall not possess, use or deal with any kind of intoxicating material including alcohol, drugs of any kind, tobacco, cigarettes, or any other sedative materials and on being found guilty, the Hostel Authorities may take any disciplinary action(s), including rustication / expulsion, against me.
3. I shall not keep excess cash and valuables within the hostel and understand that I am fully responsible for safeguarding cash or valuables, including mobile phones, PC, Laptop or any other personal belongings.
4. I shall not allow any unauthorized person to enter or stay in my room.
5. In case of failure on my part to abide by the rules, the Hostel Authorities is at liberty to take any disciplinary action against me including expulsion from the hostel without any notice.

I would be highly obliged if you could consider my application favourably and allot me accommodation in the hostel:

Date: ____________________
Signature of the Applicant: ____________________

## FOR OFFICE USE

1. Recommendation of the Residential Counsellor Recommended / Waiting List / Not Recommended.
2. Name and signature of Residential Counsellor Room Number: Block Name:
3. Room Allocation

Room Number: ____________________
Block Name: ____________________

EXECUTIVE WARDEN
Standard Operating Procedures for MIT Hostels

(AS PER GO (Ms) No 707 DATED 05.12.2020 BY GOVT OF TAMILNADU)

1) Symptomatic students will not be permitted to stay in the hostel under any circumstances.
2) Since residential students are coming from different locations, they are advised to self-monitor their health.
3) There should not be any overcrowding in hostel premises.
4) Hostel students are advised to cooperate the thermal scanning in each time and area.
5) Hostel inmates are directed to wear mask, frequent hand wash, avoid handshakes and maintain social distance from others.
6) Hostel students are instructed to avoid unnecessary movement inside the hostel. Movement may be restricted only to the particular floor and room in which you were residing.
7) Resident Students directed to avoid or limit visiting outside the campus.
8) Students are encouraged to bring their own utensil for taking food.
9) The students in air-conditioned rooms are instructed to maintain AC temperature to 24°C to 30°C.
10) The students in air-conditioned rooms are directed not to use the AC during day time. They are advised to open the window during day time for cross ventilation. Intake of fresh air is advisable.

I have received the SOP instruction given by State Govt. of Tamilnadu. I assure you that I will follow the SOP strictly to prevent the outbreak of Covid-19.

Name: 
Reg. No.: 
Department: 
Signature of the Student
To

The Executive Warden
MIT Hostels
Chromepet, Chennai – 600 044.

UNDERTAKING

1. I understand that ragging is strictly prohibited. I promise that I will not engage in activities such as usage of foul language, harassing others, misleading others in to bad habits and other in disciplinary actions. In the name of ragging.

I PROMISE THAT

2. I will follow decent dress code during my stay in the Hostel.
3. I will keep the room and surroundings clean and tide.
4. I shall return to the hostel within 07.30. pm and will make ample use of the time for studying.
5. I would not indulge in drinking, smoking and drug abuse.
6. I will not let outsiders / strangers inside the hostel without the prior proper permission.
7. I will not involve in activities like cutting cakes, beating peers, making noises, throwing eggs on inmates, pouring water etc. during birthday occasions.
8. I will not indulge in collecting fees / donations for any reason without proper permission form the Hostel management.
9. I will not bunk classes unoccasionally and I will not stay in the hostel during working hours.
10. I will indulge in neither arguments nor clashes with hostel administrative officers, mess workers and wardens.
11. I will not tease or make fun of others and hurt others with abusive languages.
12. I will not take pictures / short film and share it in media / internet without proper permissions.
13. I will not use power driven vehicles inside the Hostel premises.
14. I will not order any food items from outside.
15. I will lock my room properly whenever I leave the room.
16. I will take care of my belongings such as mobile phones, Laptop and other valuable things.

I will agree and abide to follow the MIT Hostel rules and regulations. I know that violating the MIT Hostel rules and regulations will lead to termination from the hostel without any prior notice.

STUDENT SIGNATURE

Name:
Reg. No:
Mobile Number:
To The Executive Warden
MIT Hostels
Chromepet, Chennai – 600 044.

UNDERTAKING

1. I understand that ragging is strictly prohibited. I promise that my ward will not engage in activities such as usage of foul language, harassing others, misleading others in to bad habits and other in disciplinary actions. In the name of ragging.

I PROMISE THAT

2. My ward will follow decent dress code during his / her stay in the Hostel.
3. My ward will keep the room and surroundings clean and tide.
4. My ward shall return to the hostel within 07.30. pm and will make ample use of the time for studying.
5. My ward would not indulge in drinking, smoking and drug abuse.
6. My ward will not let outsiders / strangers inside the hostel without the prior proper permission.
7. My ward will not involve in activities like cutting cakes, beating peers, making noises, throwing eggs on inmates, pouring water etc. during birthday occasions.
8. My ward will not indulge in collecting fees / donations for any reason without proper permission form the Hostel management.
9. My ward will not bunk classes unoccasionally and My ward will not stay in the hostel during working hours.
10. My ward will indulge in neither arguments nor clashes with hostel administrative officers, mess workers and wardens.
11. My ward will not tease or make fun of others and hurt others with abusive languages.
12. My ward will not take pictures / short film and share it in media / internet without proper permissions.
13. My ward will not use power driven vehicles inside the Hostel premises.
14. My ward will not order any food items from outside.
15. My ward will lock his / her room properly whenever he / she leave the room.
16. My ward will take care of his / her belongings such as mobile phones, Laptop and other Valuable things.

I will agree and instruct my ward to abide to follow the MIT Hostel rules and regulations. I know that violating the MIT Hostel rules and regulations will lead to termination of my ward from the hostel without any prior notice.

Name of the Student :  
Mobile Number :  
Register Number :  
Department :  
Parent Signature :  
Name :  
Mobile Number :  
Permanent Address:
ANTI-RAGGING UNDERTAKING FORM

From

To
The Dean and Warden
MIT Campus
Chromepet,
Chennai – 600 044.

Sir,

Sub: Awareness of seriousness of the menace on ragging – Undertaking for Non-involvement in Ragging – Reg.

I ___________________________ _______________________________ (Name)
Father of / Guardian of _____________________________________________________
(Roll No. Branch)__________________________________________________________

Hereby state that I am aware of the implications of indulgence of any student in ragging activities in the MIT Campus, as given below.

1 Ragging is strictly prohibited. Anybody found indulging in such activities should reported to the hostel authorities immediately or the information can be written and dropped in to the complaint box, kept for the purpose.

2 Ragging in any for (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new students to do any act or to perform such things which such students will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Tamil Nadu Prohibition of Ragging Act ,1997 which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to pay a fine of ₹. 2.5 Lakhs

Hence, I undertake to ensure my ward________________________________________ not to involve in activities considered to be ragging as per the definition above. I am bound to accept any punishment awarded to my ward, in case of violation of this undertaking.

SIGNATURE OF STUDENT
With Date

SIGNATURE OF PARENT
With Date