

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, गांधीनगर  
National Institute of Fashion Technology Gandhinagar

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कन्या छात्रावास निवासी विवरणिका  
GIRLS HOSTEL RESIDENT'S BROCHURE

## PREFACE

NIFT Gandhinagar Girl's Hostel is located within the NIFT Gandhinagar campus. It has two adjacent buildings of three storey each, which are named after two prominent perennial rivers of Gujarat, **Narmada and Tapti**. The hostel has capacity to accommodate upto 200 students. The Hostel is allocated normally on double occupancy. The Hostel rooms (double occupancy) have been provided with two cots, in-built almirahs, two sets of table-chair and two book racks. The hostel is covered with central Wi-Fi connectivity as well as LAN connectivity to the individual rooms.

The Hostel has two big common rooms having facilities like TV, Fridge, Microwave, Induction plate, resting/ yoga space for residents, iron with ironing board and Washing machine for common laundry. A small amphitheater is attached to the Hostel for informal activities. There is a resident lady warden in the Hostel.

Mess/Canteen building named as "Fuel Station" adjoining to the Hostel Campus is equipped to provide food facility for the students.

Residents of NIFT Hostel shall be governed by the Rules enumerated in this book.

## **NIFT HOSTEL RESIDENT'S RULES**

### **1. Introduction:**

These Rules shall be called "NIFT Hostel Residents Rules". These Rules have come into effect from 1<sup>st</sup> July, 2016.

### **2. Objective:**

These Rules are based on the Student Accommodation Policy as enumerated in the Academic Manual Para 5.10.1 and further elaborated in Annexure 5 (N) of Academic Manual. These Rules derive the substance from NIFT Academic Manual Para 5.7.1 and Para 5.5. These Rules are essential to maintain the highest standards of discipline, decorum and propriety for NIFT resident students in and outside hostel.

### **3. Applicability:**

These Rules are applicable to all residents of NIFT Gandhinagar on-campus Hostels till the entire period of their allocated accommodation.

### **4. Hostel Authorities:**

The following officials/group of officials individually and collectively constitutes the Hostel Authority

- 1) The Campus Director
- 2) Joint Director
- 3) Student Development Activity Coordinator (SDAC)
- 4) Faculty Hostel (I/c)
- 5) Hostel Warden/Asst. Hostel Warden
- 6) Hostel Committee as constituted by the Campus Director

### **5. Hostel Management:**

- 1) Hostel Management constitutes the following officials:
  - i. Student Development Activity Coordinator (SDAC)
  - ii. Asst. Hostel Warden (AHW)
- 2) Each Hostel is managed by an Asst. Hostel Warden (AHW) who is resident in the hostel.
- 3) The students can approach the Asst. Hostel Warden for help, guidance and grievance redressal. Representations to other Hostel Authorities must be forwarded through proper channel. Students can also post their grievances/suggestions through the portal [niftactplease.com](http://niftactplease.com).
- 4) Management of the Hostel except civil and electrical maintenance is the subject matter of the Academic Affairs Unit, which is headed by Hostel I/c.

### **6. Accommodation:**

- 1) Hostel shall be opened to all regular girl students on the roll of the Institute, and on the basis of received written applications, with the following priorities.

- i. First year students, on a first-come-first-served basis on receipt and verification of duly filled Hostel application form along with the fee payment details through PAYU (link available on NIFT Gandhinagar Website <https://compulsive.payu.in/nift-gandhinagar/transaction>) OR by Demand Draft.
  - ii. The students must go through the Hostel Booking/Allotment process notification available on NIFT Gandhinagar website
  - iii. Payment of hostel fees doesn't mean student's entitlement for hostel allotment. If rooms are fully occupied then your payment will be refunded.
  - iv. The hostelite shall not be entitled to retain accommodation in the hostel beyond date of closing of semester as per academic calendar
- 2) Hostel accommodation is available normally for a working semester/year.
  - 3) No student will have right of occupancy of room during vacation. However, Campus Director / Joint Director can permit the student on request if student is doing any Course work / Project work / Institute work during vacation after endorsement / recommendation for the same by concerned CC. This will be on a chargeable basis.
  - 4) Allotment of hostel room to any other students / trainees other than students of the Regular Course shall depend on availability only and will be at the discretion of the Campus Director.
  - 5) The Hostel accommodation is available on twin sharing basis.
  - 6) Physically handicapped students may be given accommodation on the ground floor.
  - 7) Every Hostel Resident is provided with minimum required furniture as notified by the Hostel Management at the time of admission.

## 7. Procedure of Admission:

Student or any other applicant shall fill up the **Hostel Application Form** (HAF) as **Annexed – I & II** for getting admission in the Hostel. Priority for Hostel seat allotment will be the First year students.

- 1) The hostel accommodation is on a twin-sharing basis. The booking will be considered on a first come first serve basis (only if the due process of booking is complete).
- 2) Hostel will be allotted to First-year Girls students of UG and PG. Other students can apply if vacancies remain after the final allotment to the first year.
- 3) Students are required to make payment of Hostel Fees through PAYU (<https://compulsive.payu.in/nift-gandhinagar/transaction>) OR by Demand Draft (DD) should be in favor of "NIFT Gandhinagar" payable at Gandhinagar / Ahmedabad (For fee details, please refer to respective year "Circular - Hostel Fee Structure" on <https://nift.ac.in/gandhinagar/hostels>)
- 4) Students should download the payment receipt of online payment.
- 5) Students need to email the scanned copy/pdf of the below-mentioned documents
  - a. Duly filled Hostel Application Form in all respect. (the form can be downloaded from the website)
  - b. Hostel fee payment receipt/Transaction details (through PAYU). In case of a demand draft the details of the draft must be mentioned in the hostel admission form and a copy of the draft must be attached, and
  - c. Bill of supply (Admission receipt) as received after NIFT counseling

- 6) The above-mentioned documents must be emailed to hostelwarden.gandhinagar@nift.ac.in hosteladmin.gandhinagar@nift.ac.in and hostel.gandhinagar@nift.ac.in
- 7) The subject line of the email should be Student Name and Unique No. (As mentioned in the Bill of supply received after counseling)
- 8) After verification of the Hostel application form and payment details, the room will be booked for the student, and room booking confirmation mail will be sent to the student in 3-4 working days.
- 9) In case of incomplete submission of information or finding any non-compliance during the verification of submitted documents, a communication regarding the same will be sent to the student. The booking is subjected to compliance of the required submissions.
- 10) The room allotment process will commence from the date of the Orientation Programme.
- 11) At the time of allotment, the student must submit the physical copy of all the required documents as per Point No. 5 along with a copy of the Booking confirmation email**
- 12) Other students can also apply with duly completed Application form to the HostelWarden in response to the due notification on Institute/Hostel Notice Boards.
- 13) Hostel Warden shall maintain a register of applications received in chronological order for the students of (a) the first year (b) other students (c) other applicants.
- 14) The hostel accommodation allotment will be for an academic year starting from July/August.
- 15) The students (other than fresher) who want to stay in Hostel shall apply again at due time. No priority will be given to the Hostel Residents and admission will be governed by Rule 6. (1).
- 16) Due weightage will be given to the opinion of the Hostel Warden / Asst. Hostel Warden for admission/re-admission of old Residents
- 17) Admission can be granted by the Competent Authority during the academic session depending upon the vacancies.
- 18) Although the admission is granted for one year, right to occupation is limited to the two working semesters only as indicated in the Academic Calendar from time to time.
- 19) The Competent Authority to grant admission to the Hostel is Campus Director / Joint Director/ of the Centre.
- 20) The Hostel Fee normally consists of the following:
  - i. Hostel Fee consolidated amount covering accommodation, electrical charges, service charges, etc. **(annual- The hostel fees does not include mess charges)**
  - ii. Security Deposit (Refundable)
- 21) The mess charges will be borne by the student as per actuals and is to be paid to the Institute against the services availed.
- 22) Hostel fee once paid is not refundable and any request of cancellation or withdrawal after payment of the hostel fee shall not be entertained. If the student chooses to opt out of hostel accommodation, she will normally be refunded the refundable component of security deposit and the rest of the payment shall stand forfeited. No request on this account can be entertained.
- 23) Each student who has been allotted Hostel seat must furnish all relevant and updated information given in the Hostel Registration form.
- 24) Nomination of Local Guardian is recommended for the allotment of Hostel Seat. This enables a timely emergency response, if required.
- 25) Documents to be submitted at the time of Hostel Admission include the following:
  - a. Copy of email received for confirmation of hostel booking

- b. Copy of Hostel Fee Receipt
- c. Duly filled Hostel form-original (Annexure I,II)
- d. Bill of supply or Admission Receipt
- e. Details of Local guardian in pro forma (Hostel form)
- f. Details of Parents Permanent Address, contact No., Mobile No. (in the Hostel form)
- g. 3 Passport size Photographs of student (Submit at the time of hostel room allotment)
- h. Recent Passport size Photographs of Mother, Father & Local Guardian

#### **8. Refund of Hostel Fee:**

- 1) For withdrawal from hostel due to transfer to other Centre, the remaining portion of Hostel Fees- on a pro-rata basis, SD (Refundable) will be refunded to the students after vacating the Hostel and relieved from the Centre. Student can apply for mess charges refund from the Institute for any remaining amount paid to the Institute.
- 2) For withdrawal due to reasons pertaining to disciplinary action, or any other personal reason, only security deposit (refundable) component will be refunded after recovery, if any and the rest of the hostel fee shall stand forfeited.
- 3) Any refund pertaining to mess charges has to be submitted to the Institute by the student.

#### **9. Fees:**

For admission during the academic session in the Hostel, the fee shall be calculated as follows:

- 1) The hostel fee has to be paid in full for the whole academic year for the accommodation granted in the first semester of the academic year.
- 2) In special cases where the accommodation is granted (after the required competent authority approval) in the beginning or during the 2<sup>nd</sup> semester of the academic year - 50% of the consolidated hostel fee and full amount of security deposit (refundable), will be charged.

#### **10. Furniture/Facilities in Room**

Following fittings/furniture will be provided in the room at the time of hostel allotment

(a) Tube light, (b) Ceiling Fan, (c) Single Bed (d) Table, (e) Chair, (f) Cupboard (g) Book-Rack

#### **11. General Conduct:**

- 1) Admission in the Hostel can not be claimed as a matter of right.
- 2) The student must personally be present at the time of allotment of Rooms.
- 3) Rooms to be allotted will be occupied immediately after an allotment is made.
- 4) Every Hostel Resident must have a copy of Hostel Rules to make herself aware of all the Rules and Regulations of the Hostel and must observe them strictly. Ignorance of the Rules will not be considered as an excuse.
- 5) Hostel Resident must look up the Hostel Notice Board every day for important notices and instructions.
- 6) No student is permitted to cook any food (solid or liquid) within the hostel premises including Rooms.
- 7) Students will be responsible themselves for any kind of security of their personal belongings.
- 8) Hostel resident will not have any right to leave the hostel on holiday, Saturday, Sunday

- when the Institute is closed without the prior permission of the Hostel Warden.
- 9) All Hostel residents shall vacate the hostel rooms for annual maintenance before they leave for the vacation.
  - 10) Hostel residents are responsible for returning all the hostel articles issued to them at the time of admission in the good / original conditions to the Hostel Warden / Hostel Clerk at the time of vacating the Hostel.
  - 11) Hostel residents shall not damage or cause to be damaged any hostel property, fittings, articles and items. In case of any damages the student / resident will be charged penalty for damages/repairs, including installation costs if any, at replacement of market cost, whichever is higher. For willful/extensive damage, the student may also forfeit Hostel seat in addition to damages payable.
  - 12) Designated Washerman will be permitted in the Foyer or Visitor's Room at prescribed time decided by Asst. Hostel Warden. The Residents who want to iron their clothes themselves shall use the designated facility/area only.
  - 13) Hostel residents should not play high volume music from music system /computer system in their rooms.
  - 14) Student shall make proper use of common rooms, recreation facilities, the news papers, other allied literature and articles required for indoor games and shall not damage them.
  - 15) The Hostel resident should not take articles meant for common use to their Rooms.
  - 16) Timings of the Common Room(s) will be fixed by the Hostel Warden.
  - 17) Hostel Warden will nominate Secretary and Joint Secretary for the Common Room(s). They will be coordinating with the hostel warden to decide the rules for common room utilization and supervise the maintenance of the rooms. Wing-wise hostel representatives will also be nominated by the hostel warden in consultation with hostel residents.
  - 18) Common Hostel furniture must not be moved without the permission of the Warden/Asst. Hostel Warden.
  - 19) Any damage to the hostel property must be reported immediately to the Warden. Hostel Residents will be charged for all damages except caused by normal wear and tear. In case of any damages the student / resident will be charged penalty for damages/repairs, including installation costs if any, at replacement of market cost, whichever is higher. For willful/extensive damage, the student may also forfeit Hostel seat in addition to damages payable.
  - 20) Pasting of posters, writings graffiti, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed. In case of any damages the student / resident will be charged penalty for damages/repairs, including installation costs if any, at replacement of market cost, whichever is higher. For willful/extensive damage, the student may also forfeit Hostel seat in addition to damages payable. Students will be directly responsible for any unlawful use of campus internet and Wi-Fi facility.
  - 21) The Hostel Authorities/Management reserves the right to make spot checks on the Hostel and Rooms without giving prior notice to the Residents.
  - 22) Hostel Residents are required to carry their Hostel Cards to be issued during admission at all times in the compound of the hostel complex and produce it on demand by the Hostel Authorities / Management / Security personnel.
  - 23) Hostel Residents are advised to lock all doors at all times for security reasons.
  - 24) The Hostel management is not responsible for any loss of private property. Hostel Residents are strongly advised to lock all their valuables e.g. mobile phones, laptops, watches, money, ornaments etc. at all times.
  - 25) Hostel Residents are not permitted to change rooms or sleep anywhere other than in their own room, unless with prior written approval.
  - 26) Keeping electric appliances such as iron, oven, kettle, stove, hot plates, Heater etc. in the

Room is prohibited, and any violation of this or any other safety measure will lead to penalty/ for feature of hostel seat.

- 27) The Resident shall economize the use of water.
- 28) Lights must be switched off when not in use.

## **12. General Discipline:**

- 1) Hostel Residents are expected to maintain perfect discipline and proper decorum within and outside the Hostels.
- 2) All kinds of shouting, violence, knocking, or any other act of movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- 3) Dealing with fellow students and others should be very courteous and polite. All quarrels and disputes with fellow Hostel Residents should be avoided. Students should not take law in their hands and should always try to settle their entire dispute with the help of Hostel Warden/Asst. Hostel Warden and other designated NIFT officers only.
- 4) Teasing, Maltreating or indulging in any sort of ragging of newly admitted students is strictly prohibited. Serious disciplinary action including rustications from Hostel/NIFT will be taken against the defaulting students/Residents.
- 5) Visiting in Canteen, the Common Room (s) and outside the Hostel Campus should always be in proper dress.
- 6) Maltreating and abusing the Hostel employees and Mess-staff is strictly prohibited. In case of any complaint against them, the report should be made to the Hostel Warden/Asst. Hostel Warden.
- 7) If an extra fan/extra fitting (electrical or electronic) is used, extra charges for the electricity consumption will be charged according to prescribed rates as decided by Campus Authority.
- 8) Smoking is strictly prohibited in the Hostel Complex/Campus at anytime inside as well as NIFT related places.
- 9) Possession, distribution and consumption of alcoholic beverages, prohibited drugs, narcotic substances, chewable tobacco in the Hostel Complex/Campus is not allowed.
- 10) Parties, Social or political gatherings in the Hostel Complex are not permitted. Any event/gatherings can be organized with the permission of the Joint Director only.
- 11) A Hostel Campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostel Residents at all times. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio etc provided in the Common Room must be switched off or volume turned down after 10.00 pm. These rules are intended to ensure a conducive environment for all hostel Residents.
- 12) No student should keep any fire arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
- 13) Any Hostel Resident who find his/her room-mate missing for more than 6 hours, must report to the warden immediately. This is to enable the Hostel Management to take immediate action if any to avoid untoward incidents. Hostel Residents' co-operation is very much appreciated.
- 14) No boy students shall be permitted to enter the Campus of the Girls' Hostel even for any academic purpose including group assignments at any time during the day/night. Non-hostel girl students are also not permitted to stay overnight at the Girls Hostel.
- 15) No Girl Resident shall invite any boy students even for any academic purpose including group assignments at any time during the day/night.
- 16) Any Hostel due or penalty shall be paid to the Accounts Department of the Institute within the prescribed time limit. Non payment shall result / invite debarment from appearing in the Examinations (Mid-Term/End-Term).

- 17) Entry register / official documents should be kept at its official place and no one will be allowed to take it in the room. No official documents shall be tampered /destroyed.
- 18) In case of non-compliance of general conduct and discipline rules or any other complaint reported to hostel warden and affirmed by the respective committee, the resident can be immediately expelled from the hostel forfeiting all charges.

### **13. Leave /Absence from the hostel:**

- 1) Leave sanctioned for absence from the Institute does not mean leave from the Hostel. Absence from the Hostel for one or more nights must be approved by the Hostel Warden/Asst. Hostel Warden. The procedure for approval by Hostel Warden/Asst. Hostel Warden may be prescribed by the Joint Director.
- 2) Permission of absence from the hostel must be duly secured personally before it is availed of.
- 3) In case the Hostel Residents want to go out, they will have to take prior permission following due procedures from the Hostel Warden/ Asst. Hostel Warden and enter the relevant information in the register kept in the Hostel office.
- 4) All Hostel Residents shall report to the Hostel before the Night Roll Call as described in Rule 14.0. below.
- 5) No night travel is allowed without prior written permission, countersigned by parent / nominated local guardian and with prior approval of competent authority within the stipulated time as per the notified rules.
- 6) Hostel Residents should return to the Hostel by the stipulated time. Under no circumstances, Hostel Resident expects to be late beyond stipulated time. Any non-compliance would be considered as indiscipline.
- 7) For any absence from the hostel (beyond stipulated reporting time) permission has to be taken one day in advance in the prescribed format with Self-Attested Photocopy of the I-Card by the girl student. The acknowledgement of the letter will be given by the warden by signing on the permissions and the same will be intimated to the hostel I/c. / supervisor next day in the daily report. The absence permission will be given after receiving a written request of the parents/local guardian submitted via respective id's as recorded in the application form. The request must be submitted to hostel-warden one day before the absence request date. Any decision otherwise will be taken by the Hostel I/c and in absence, the decision will be taken by the Competent Authority.

### **14. Night Roll Call:**

- 1) The hostel timings should be strictly adhered to.
- 2) The night roll-call be taken at **9.00 p.m. in winter and 9.30 p.m. in summer**. Every Hostel Resident must be present in her room to avoid inconveniences for taking the roll-call.
- 3) A student absent at the time of roll call is liable for disciplinary action/penalty as per the notified guidelines. After roll-call no student is allowed to leave the hostel but if any emergency arises, she shall leave the hostel only with the prior permission of Hostel Warden/Asst. Hostel Warden.
- 4) **There is no provision for late night entry permission** beyond the stipulated time in the hostel. Late entry after 15 minutes of the stipulated time will be considered under indisciplinary conduct and appropriate action will be initiated as deemed necessary by hostel committee and approved by competent authority.
- 5) A student found to be violating Hostel timings more than three times in a semester may be asked to leave the Hostel on discipline grounds. Under such circumstances, hostel fees & Security deposit will be forfeited.

#### **15. Medical Emergency:**

- 1) All applicants are required to disclose any kind of permanent disabilities or ailments or diseases or allergy at the time of admission with relevant medical papers.
- 2) In case of medical emergency, the students/room mates/wing mates shall contact Hostel Warden / Asst. Hostel Warden. Any Hostel Resident asked by the Hostel Management/Hostel Authority for help in cases of Medical emergency are duty bound to do so. In case of denial or refusal appropriate disciplinary action shall be initiated.
- 3) Hostel Warden/Asst. Hostel Warden shall maintain a list of Residents with permanent disability or ailment or disease or allergy and shall get regular medical check-ups in consultation of parents for the same as advised by the Campus Doctor.
- 4) Joint Director should ensure regular Counselor sessions in the Hostel.
- 5) In case of medical case/ emergency, the girl hosteller will be allowed to leave campus with the local guardian only after taking permission from the Asst. Hostel Warden.

#### **16. Visitors/Local Guardian/Guest:**

- 1) Students will provide the name, phone numbers, address and photographs of the Local Guardian duly acknowledged by their parents at the time of admission whom they could meet during the Hostel specified hours. This nomination is mandatory.
- 2) A Hostel Resident will not be allowed to go for night stay or attending any function in the late hours in their local guardians or relatives' place unless a prior written approval is taken from the Hostel Warden /Asst. Hostel Warden, countersigned by parent/nominated local guardian.
- 3) Parents or Guests will not be allowed to stay within the girl's hostel premises as there is no accommodation facility for them in the hostel campus. However, in case of any emergency and after the prior permission of competent authority NIFT Guest room (s) can be availed by parents and guests on payment basis.
- 4) A Hostel Resident keeping a guest without prior written permission will be considered as in-discipline and appropriate punitive measures will be taken as per the recommendation of disciplinary committee.
- 5) Only those persons are allowed to meet the Hostel Residents whose photographs are referred and signed by the parents.

#### **17. Maintenance of the Hostel:**

- 1) Hostel Residents are responsible for keeping their Rooms and the Common areas in the Hostel such as visitor's area, bathrooms, staircases and Common Room (s) etc. clean and tidy at all times.
- 2) All fans, lights and electrical appliances must be switched off when not in use.
- 3) For any maintenance complaint, the complaint shall be lodged/ entered in the prescribed register in Hostel office, or on the portal [niftactplease.com](http://niftactplease.com)
- 4) Electricians, Contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the Warden/Hostel Authority. However, every effort will be made to respect the privacy and dignity of the Hostel Residents.
- 5) Hostel Management reserves the right to change students from the Rooms if there is a necessity.
- 6) Disposal of solid or liquid waste shall be as per the prescribed instructions issued from time to time by Hostel Management.

**18. Violation of Rules:**

- 1) Violation of General Conduct Rules and general disciplinary rules as enumerated in the Rules or violation of any provisions of these Rules will invite disciplinary action as enumerated in the Academic Manual and Student Rules and Regulations promulgated from time to time.
- 2) Any violation will be reported by Hostel Warden/Asst. Hostel Warden (AHW) to the Joint Director who will summon the Hostel Committee for an enquiry in summary or in detail.
- 3) After the conclusion of the enquiry, the Joint Director shall follow the procedure prescribed for imposition of Major/Minor penalties.
- 4) Centre Director has discretion to expel any student from the Hostel after instituting due enquiry as per the circumstances.
- 5) Any damage to the Hostel properties, fittings, articles and items not attributable to any particular Resident shall be recoverable from a group of Residents or all Residents depending upon the circumstances and evidences at the discretion of the Competent Authority.

**19. Revision of Rules:**

- 1) The Campus Director reserves the right to revise the Rules from time to time without any further notice to the Hostel residents or any students.
- 2) Such changes shall be notified on the Hostel Notice Board and it is deemed that each hostel residents have been informed about the changes.

## **ADDITIONAL INSTRUCTIONS**

1. NIFT will not be responsible in case of any mishap or an act of indiscipline of the student outside NIFT campus.
2. Those not abiding by the hostel rules will face punitive action as recommended by the Hostel Management Committee.
3. The parents /guardians will be contacted only on the phone/contact nos. and email address given in the hostel admission form. No change in this information furnished by the students will be accepted later on. Any change in this information will have to be intimated to the Hostel warden by written application. The attested signatures of the students and parents as mentioned in the application form will be used in future reference for verification.
4. The correct contact number/email address etc., is to be communicated on time, it will not be the Institute's responsibility if a wrong contact/email etc., is given to the Institute.
5. All hostellers will be responsible individually for their conduct. Any illegal act or possession will call for legal action and the Institute will not be responsible for them.
6. The hostellers are expected to keep their parents and local guardian, informed about their activities and location on day to day. Please note that all hostellers will be responsible for their possessions and in case of any theft/ damage reported, the Institute will not be held responsible.
7. No resident may remain outside the hostel after 9:30 p.m. Gates once locked will not be opened.
8. No outsider or non-resident will be allowed to visit the hostel rooms.
9. Each hosteller should look after her own property and the hostel authorities cannot be held responsible for the loss of any money or valuables.
10. All complaints should be made directly to the warden or to the hostel committee in writing.
11. A hosteller is expected to conduct herself in a becoming manner at all times and not to jeopardize the good reputation of the hostel by drawing unwelcome attention to the hostel.
12. A hosteller who is guilty of any indiscipline or misconduct or any unbecoming behavior towards any of the warden or other hostel authorities and or acts in breach of any of the rules may be asked to leave the hostel.
13. A hosteller shall not indulge in anything which may cause disturbance to other hostellers, Silence should be observed. Rooms should be left tidy and beds made neatly.
14. Hostellers are requested to bring to the attention of the warden any breakages, leakages and minor repairs.
15. Great care must be taken of every article and furniture of the Institution. Any damage will be charged for.

16. No information or notices to be put on the notice board without obtaining permission from the warden.
17. The duplicate keys of the hostel will be given to the warden who shall have access to all rooms.
18. In grave circumstances the Management shall always have the right to ask the hosteller to leave the hostel immediately.
19. Director's word will be the final to decide any case without giving any reason.



**National Institute of Fashion Technology - Gandhinagar  
(A statutory body under the NIFT Act 2006)**

**Hostel Application Form for Girls' Hostel**

All the details in the form are mandatory to be filled; otherwise the form will not be accepted

To,  
The Joint Director  
NIFT Gandhinagar

1. Name of Student:- \_\_\_\_\_  
(in Capital letter) (First Name) (Middle Name) (Last Name)

2. Unique ID No (As mentioned in Bill of Supply received after NIFT Counselling)

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3. Date of Birth DD/MM/YYYY:- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

4. Name of Course/Programme:- \_\_\_\_\_

5. Batch: -2023- \_\_\_\_\_ 6. Semester:- \_\_\_\_\_

7. Category :-

General	SC	ST	OBC	PHP

(Tick mark (v) in appropriate Box)

8. Telephone :- \_\_\_\_\_ Student 's Mobile No: \_\_\_\_\_  
(With STD Code)

Student E mail id :- ( 1) \_\_\_\_\_ (2) \_\_\_\_\_

9. Father's Name :- \_\_\_\_\_  
( First Name ) ( Middle Name ) ( Last Name )

10. Mother's Name: \_\_\_\_\_  
( First Name ) ( Middle Name ) ( Last Name )

11. Resident Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin: \_\_\_\_\_

12. Father's Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin: - \_\_\_\_\_

13. Mother's office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin:- \_\_\_\_\_

14. Telephone :- (R) \_\_\_\_\_ (o) \_\_\_\_\_  
(With STD Code)

Father's Mobile No: - \_\_\_\_\_, Mother's Mobile No:- \_\_\_\_\_

Father's E-mail id: \_\_\_\_\_, Mother's E-mail id: \_\_\_\_\_

15.1. Are you in good health and free from physical medical complaint and mental disease of infirmity or medical complaints? : Yes / No  
If No, give full details:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15.2. Have you ever suffered any of the Critical or General or Physical diseases/illness in past? If Yes, give full details:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15.3. Have you ever suffered any Skin diseases or Allergic problems?: Yes / No  
If Yes, give full details :-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Name of Local Guardian\*<sup>1</sup>: \_\_\_\_\_

18. Residence Address of Local Guardian:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No. : (R) \_\_\_\_\_ (O) \_\_\_\_\_ (Mobile No) \_\_\_\_\_

19. Office Address of Local Guardian :-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_

<sup>1</sup> Refer section 7.(24) in Hostel Resident Brochure

**20. Hostel Fee Details :- ( Please see Fee order before filling the below table )**

Particular	Amount in Rs
Hostel Fee ( Annual)	
Security Deposit Hostel ( Refundable)	
Total Fee Amount in Rs.	

**21. Payment Details (Please fill as applicable)**

**a. Online Payment** **OR** **b. Demand Draft Payment**

<b>Paid through</b>	<b>Pay U/ RTGS</b>	<b>Name of Bank</b>	
<b>Transaction id</b>		<b>D. D No</b>	
<b>Bank</b>		<b>Payable at ( Place)</b>	
<b>Amount Rs. (in figure)</b>		<b>Amount Rs. ( in Figure)</b>	
<b>Amount Rs. ( in words)</b>		<b>Amount Rs. ( in words)</b>	
In case of Multiple part payments, please fill detailing of all transactions		Please mention student name and unique id behind the demand draft	

**Recent  
Passport Size  
Photograph  
of Student  
( Attested by Mother  
/ Father)**

**Recent  
Passport Size  
Photograph  
of Father**

**Recent  
Passport Size  
Photograph  
of Mother**

**Recent  
Passport Size  
Photograph  
of Local Guardian**

**22. DECLARATION:-**

I hereby affirm that the statement made and information furnished by me in the Hostel Application Form is true and correct, further I undertake , if admitted , abide by the NIFT Hostel Residents Rules. Final decision for grant of admission to the Hostel will be bound to me as decided by Competent Authority of NIFT. I clearly understand that admission in Hostel can not be claimed as a matter of right. I clearly understand that allotment of rooms to students and mode of occupancy is not a matter of right. I clearly understand NIFT will make all efforts to provide emergency medical care but the Institute can not be held responsible for any eventuality. I clearly understand that I am responsible for seeking medical /clinical advice for all my ailments, diseases, infections from Campus doctor or outside and take necessary care and take medicines/treatment. I clearly understand that I have seen & read NIFT Hostel Residents Rules and undertake to follow it. In case of any non-compliance by me, the Institute has the right to expel me from the Hostel without any notice in writing. NIFT will not be responsible for any illegal and unauthorized activity attempted by Student or group of students.

**Date:-**

**Place:-**

**Signature of Parents**

**Signature of Student**

=====

**To be Filled by Academic Affairs / Hostel Unit Only:**

Enter at page No. \_\_\_\_\_ Entry No \_\_\_\_\_ of Hostel Accommodation Allotment Register at Academic units for approval of accommodation in Hostel Room.

(1) Name of Student : \_\_\_\_\_

(2) Department : \_\_\_\_\_

(3) Admission Year(Batch) :- \_\_\_\_\_

(4) Semester : First Year students / Other Students / Other Applicant \_\_\_\_\_

(5) Whether Accommodation allotted in Hostel Room :- Yes / No \_\_\_\_\_

(6) If yes , Room No:- \_\_\_\_\_ Date of allotment:- \_\_\_\_\_

(7) Fee Paid Rs:- \_\_\_\_\_

(8) P A Y U R e f e r e n c e N o . / D.D. No:- \_\_\_\_\_

(9) Bank Name:- \_\_\_\_\_

(10) Receipt No:- \_\_\_\_\_ Date:- \_\_\_\_\_

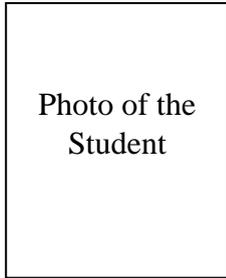
(11) Remarks:- \_\_\_\_\_

Signature of Hostel Warden

Signature of Hostel (I/c.)

Signature of Joint Director

## Annexure-II



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,**  
NIFT Campus, GH-0 Road,  
Gandhinagar - 382007

### **UNDERTAKING BY THE STUDENTS FOR THE ACADEMIC YEAR \_\_\_\_\_**

1. I .....Daughter of..... admitted to ..... course hereby give undertaking in respect of the following:
2. I will not smoke or consume any objectionable items in the NIFT Campus, Hostel, Bus etc.
3. I will not take liquor or any objectionable items during any training or industry visits or projects etc. in NIFT in the Campus, Hostel or Bus or in any NIFT related Centers or places.
4. **I will abide by all the rules pertaining to hostel reporting/entry time. I will go out after the required approval of Warden/Authority and I will report LATEST BY 9.30 PM TO THE HOSTEL.**
5. I will not indulge in ragging directly or indirectly and will not resort to any undesirable activity which may tarnish the image of NIFT.
6. In case of any harassment to me or others, I will bring immediately the facts to the notice of the Chairperson/Joint Director/Warden or any others immediate available officer of NIFT. If any or these persons are not available, the facts will be brought to the notice of Director without delay.
7. I will abide by the above undertaking and all instructions given to me orally as well as in writing from time to time. If I am found breaking the rules and instruction in any way at any time, I am liable to be debarred from continuing with my programme or be subject to any other action deemed fit by the NIFT authorities.
8. I will conduct in order to keep and maintain appropriate cleanliness within hostel.
9. I have gone through the Hostel Residents Brochure available on NIFT Gandhinagar website and aware of all rules enumerated in it and undertake to follow the same.
10. I will use appropriately and maintain all the fittings/furniture provided in my room as well as facilities in common area\*<sup>2</sup>

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<sup>2</sup> Refer Hostel Resident Brochure regarding the facilities provided in hostel

11-At the time of completion of year/vacating hostel, I will hand over the items allotted to me in neat & clean manner as it was allotted to me. I understand that in non-compliance of this Institute reserve right to recover penalty amount from the hostel security deposit.

**Once again declare that I have seen and read the Hostel rules & regulations and agree to abide by the said rules and regulations.**

I have read and understood the contents of rules and regulations for hostel residents and the undertaking before signing it.

(1)-Father's Name & Address .....

(2)-Mother's Name.....  
..... Phone ..... (M): .....

(3)-Local Guardian Name, Address and Contact Nos.  
.....  
..... Phone ..... (M): .....

**In case of non-compliance by me, the institute has the right to expel me from the Hostel WITHOUT ANY NOTICE IN WRITING.**

Place: Gandhinagar  
Date: \_\_\_\_\_

.....  
STUDENT'S NAME & SIGNATURE  
Contact Nos.: \_\_\_\_\_

