

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE PRINCIPAL :: SHILLONG POLYTECHNIC :: SHILLONG**

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**PERSONAL INFORMATION FORM**

A. Personal Details:

1. **FULL NAME** (Block Letters) \_\_\_\_\_

2. **FATHER'S NAME :** \_\_\_\_\_ **Mobile No :** \_\_\_\_\_

3. **MOTHER'S NAME :** \_\_\_\_\_ **Mobile No :** \_\_\_\_\_

4. **LOCAL GUARDIAN'S NAME :** \_\_\_\_\_

Relationship with the student \_\_\_\_\_ **LOCAL GUARDIAN'S MOBILE NUMBER** \_\_\_\_\_

5. **PERMANENT ADDRESS** \_\_\_\_\_

\_\_\_\_\_

6. **LOCAL GUARDIAN'S ADDRESS :** \_\_\_\_\_

\_\_\_\_\_

7. **Are you on any Medication? (YES / NO)** \_\_\_\_\_ **If Yes, Attach a photocopy of the Medical Prescription.**

\_\_\_\_\_

B. Other Details: (This information will be filled by the Office of Hostel Superintendent/Warden Girls Hostel)

1. **Block No :** \_\_\_\_\_ **Room No :** \_\_\_\_\_ **Branch :** \_\_\_\_\_ **Term :** \_\_\_\_\_

2. **Mess Index No :** \_\_\_\_\_

I hereby state that the details furnished above are true and if it is found to be false, my application shall stand cancelled.

Signature of Student

\_\_\_\_\_

Signature of Hostel Superintendent/Female Warden

## **RULES AND REGULATIONS OF THE HOSTEL**

1. Hosteller is not allowed to bring any outsider inside the Hostel.
2. Playing loud music during the day/night time is prohibited.
3. Using of heaters and cooking inside the room is strictly prohibited.
4. Hostellers who get discollegiate will have to vacate the Hostel.
5. Mess fee must be paid in full within the 10<sup>th</sup> of every month. Those who do not pay on the due date, a fine of Rs.5/-per day will be imposed.
6. Hosteller should remain in the Hostel by:
  - a. 5.30 pm in winter season (October to Feb) and 6.00 pm in summer season (March to Sept.) for Girls.
  - b. 6.30 pm in winter season (October to Feb) and 7.00 pm in summer season (March to Sept.) for Boys.
7. Drinking alcohol or any other intoxicant in the Hostel and Institute campus is strictly prohibited.
8. Any form gambling in the hostel and Institute / campus is strictly prohibited.
9. Quarrelling/Fighting/shouting or disturbing others is strictly prohibited.
10. Hosteller is to take permission for going home during holidays or any other time whenever he/she needs to do so.
11. Hosteller is not allowed to leave / vacate the hostel without prior information to the Hostel Superintendent / Female warden.
12. Hosteller should ensure that the light is switched-off before they leave the room. Lights should be switched on only when needed.
13. Breaking of the furniture or any other items, tampering of existing electrical wiring system and any other installations belong to the hostel and the institute is a punishable offense and a fine will be imposed to anyone found violating the same.
14. Hosteller is to make his/her own arrangement of bedding/plates and glasses, mosquito net etc.
15. Rooms, toilet, bathrooms and the corridors of the hostel should be kept clean by the hostellers at all times.
16. Close the water tap when not in use.
17. Resorting to strike, agitation, ragging etc is an offence.
18. The students are to vacate hostel during vacation/ Mid Semester holidays.
19. Hostellers are responsible for the safe custody of their belongings.
20. Mess fees will be revised as and when required.

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### **Undertaking by the Parent**

I have read the rules and regulations of the Hostels, and I hereby undertake that if my ward is found violating the rule(s) of the hostel, he/she is liable for disciplinary actions against him/her as deem fit by the authority.

Signature of the Parent : \_\_\_\_\_

Name of the Parent : \_\_\_\_\_

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### **Undertaking by the Student**

I have read the rules and regulations of the Hostels, and I hereby undertake that if I am found violating the rule(s) of the hostel, I am liable for any disciplinary actions against me as deem fit by the authority.

Signature of the Student : \_\_\_\_\_

Name of the Student : \_\_\_\_\_