

Hostel and Mess
Office of Student Affairs
INDIAN INSTITUTE OF TECHNOLOGY JAMMU
To be filled by Student

Name		PHOTO
Ref. No.		
Mobile No.		
Email id:		
IIT Jammu Supervisor		

To be filled by Hostel Caretaker

Hostel Allotted		Hostel Room Allotted	
Mess Allotted			
Date of Joining		Date of Leaving	
Hostel Fee Paid: Rs.			
Payment UTR No.		Payment Date:	
Signature of Caretaker			

To be filled by Mess Operation Manager

Start Date of Dining		End Date of Dining	
Mess Fee Paid: Rs.			
Payment UTR No		Payment Date:	
Signature of Mess Operation Manager with Seal			

- Payment shall be made and Form shall be resubmitted to Hostel Caretaker within 48 hrs of Occupying the room.
- Copy of AADHAAR, Affiliating Organization ID card, Invite from IIT Jammu, Covid Vaccination, and Hostel Declaration Form are mandatory attachments.

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HOSTEL DECLARATION FORM

I..... (Application ID.....) have read the rules and regulations for my admission into Hostel facilities of IIT Jammu.

I agree not to indulge in groupism of any type and would live in harmony with others in the hostel.

I understand that smoking, consumption of alcohol and other objectionable material in the hostels is strictly prohibited and I will abstain from such acts.

I declare that indulgence in any anti-institutional or anti-social activity in the hostel is punishable and I will be liable for severe penalties and punishments for indulging in such acts.

I declare that I am medically fit to live in the hostel. I also declare that every information about my being medically / psychologically unfit in any degree or manner has been brought to the notice of the institute authorities at the time of applying for hostel accommodation. I will not hold the management, college authorities, or the hostel authorities responsible for any consequence which will be a result of my non-disclosure.

I undertake to conduct myself as a diligent student within the hostel and in the vicinity and not misbehave in any manner including using inappropriate language, physical tiffs with other inmates / employees / and others in the hostel's neighbourhood.

I agree not to cook, not to use prohibited electric and electronic gadgets.

I will not cause any damage whatsoever, including defacing the property of the hostels and understand that I will be liable for penalties and punishments for doing so.

I accept to stay within the hostel premises by the stipulated time and will not stay outside without proper prior permission from concerned authorities.

I undertake to abide by all the rules that govern my stay in the hostel and also all the changes to the rules that may be made from time to time.

I will not damage any furniture or the appearance of the room.

Finally, I agree to abide by all the rules and regulations of the institution with regard to the hostel stay, which may be framed from time to time and accept the decision of the management in all respects as final and binding on me for compliance.

Institute has the right to take disciplinary action including the termination from the allowed internship in case of violation of any hostel rule.

Date:

Signature of the Student/Intern

I assure that my intern/guest will abide by the rules and regulations of the hostel. I will accept the institute's decision in case of violation of hostel rules and regulations by my intern/guest.

Date:

Signature
IIT Jammu Supervisor /FIC

Hostel Stay Rules:

- i. All students shall pay (a) [Hostel Stay charges \(online\)](#) [Rs. 250/- or Rs. 375/- per user per day, subject to availability] and submit the proof payment at Caretaker Office and (b) Mess charges [Rs. 155/- per user per day] to the allotted Mess Vendor for complete period of stay duration, in advance (start of stay period), calculated for at least for one month or duration of stay whichever is shorter.
- ii. Students shall make payment of Hostel Stay charges, and Mess charges, fill the form in page 1, obtain signature and stamp from Allotted Hostel Caretaker and allotted Mess Manager, and submit the form at the caretaker office.
- iii. **These charges are not entitled for any rebate for non-consumption of meals.**
- iv. Students shall inform by email to IIT Jammu supervisor, with a copy to the warden of the allotted hostel and caretaker of the same hostel, in case of leaving the hostel overnight or longer durations.
- v. All interns shall abide by hostel rules like (a) Maintain discipline within the Institute premises, (b) Not indulge in damaging institute property, (c) Not trespassing into Hostel of Opposite Gender and (d) submit the undertaking as per format in page 2.

A Google sheet similar to last year, shall be used this time as well and following SOP shall be adapted.

- a. Google sheet consisting of Exact no. of interns selected, with their Name, Application No., Gender, Affiliation, Supervisor Name, Date of Arrival, and INT No. (Invite Student Intern no. in EG) shall be communicated at least **one week in advance** of the earliest arrival date through the Helpdesk request, Request Type: **Hostel Room Request** in EG (SARAL).
- b. **No allocation at Paloura** will be made considering the limited availability of transport connectivity and unavailability of a functional mess.
- c. Stipend and final certification shall be accorded only after confirmatory remarks regarding no dues clearance of Mess and Hostel charges on the Google Sheet.
- d. Supervisors of allotted students shall be advised to submit the Invite Student Intern form in EG once they have reported at Institute, not at the end of stay period.