



# Institute for Technology and Management

Admission Office: ITM Campus, 25 & 26, Institutional Area, Sector - 4, Kharghar (E), Navi Mumbai - 410 210.

Email: pgdm.admissions@itm.edu • Web: www.itm.edu • Toll Free: 1800 209 9727

Navi Mumbai • Warangal • Chennai • Mumbai (Dombivli)

Hostel  
Allotted: \_\_\_\_\_

Flat No. \_\_\_\_\_

Bed No. \_\_\_\_\_

## HOSTEL APPLICATION FORM

(To be filled in by the applicant in his / her own handwriting clearly and carefully)

(Before submission, please confirm the availability of hostel seats from ITM)

Recent Passport size  
colour photograph

**PLEASE FILL THIS FORM IN  
CAPITAL LETTERS ONLY**

**To Director,  
ITM Business School**

I wish to apply for hostel accommodation in \_\_\_\_\_ campus (Navi Mumbai or Warangal) for the  
academic year \_\_\_\_\_.

I hereby agree that I have read and will abide by the Rules and Regulations of the hostel in force from time to time. I furnish the  
following particulars:

(Strike out whichever is not applicable)

**PERSONAL DETAILS:**

1) Application Id: \_\_\_\_\_

2) Full Name of the Student: \_\_\_\_\_

3) Residential Address: \_\_\_\_\_  
\_\_\_\_\_

(Email) \_\_\_\_\_

Tel. No. (M) \_\_\_\_\_ (R) \_\_\_\_\_

4) Date of Birth (MM/DD/YYYY) \_\_\_\_\_

5) Nationality \_\_\_\_\_

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above  
found incorrect my admission is liable to be cancelled.

**Date:**

**Signature of the Applicant**

**FAMILY BACKGROUND:**

1) Full name of the Parent \_\_\_\_\_

2) Relationship \_\_\_\_\_

3) Occupation \_\_\_\_\_ Designation \_\_\_\_\_

4) Office Address \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Tel. No. (with STD Code) \_\_\_\_\_

**NEAREST LOCAL GUARDIAN:**

5) Name and address of contact person who should be contacted (in case of emergency)

1) Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel. No. (Mobile) \_\_\_\_\_ (Residence) \_\_\_\_\_

2) Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel. No. (Mobile) \_\_\_\_\_ (Residence) \_\_\_\_\_

I request you to admit my ward Mr. / Ms. \_\_\_\_\_

to the ITM Hostel. I give an undertaking that he / she has read and will observe all Rules & Regulation of the Hostel.

Yours faithfully

Date:

Signature of the Parent / Local Guardian

## **RULES AND DISCIPLINE FOR ADMISSION IN HOSTEL:**

1. Admission is open to full time students of ITM. Preference will be given to out-station students.
2. The application form completed in all respects should be submitted to the Office of the admission on any working day during office hours before commencement of course.
3. Admission to the Hostel will be cancelled if incomplete or false information is furnished.
4. Since, we have limited number of seats in the hostel, rooms will be allocated on first-cum-first serve basis.
5. Applicants, who are admitted in the hostel will have to take up the accommodation within the stipulated time frame, failing which his / her admission will be cancelled and the seat will be offered to other student.
6. Admission will be valid for one academic year only (11 months from the date of commencement of course).
7. Students will be required to vacate the room within 3 days on completion of the scheduled examination each year, subject to adjustment of examination dates fixed by the appropriate Authority of ITM.
8. Students are allowed to stay in the Hostel during their vacations by paying proportionate extra fees.
9. Fresh application will have to be filled up for next year accommodation.
10. Students are required to give their consent about continuing the Hostel facilities in the next year, when asked by the authorities.
11. Hostel fee for the next academic year is required to be paid in the month of February to April.
12. ITM reserves its right to cancel admission of undeserving students without giving any reason.
13. ITM reserves its right to increase the hostel fee, if necessary.
14. ITM will not be responsible for any mishap.
15. Hostel accommodation in flats is tentative, which depends on availability of the flat.
16. Student residing in the Hostel shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication without any refund of fees.
17. During their stay in the Hostel they will be under the control of the Officials of ITM / Rector.
18. Smoking, consumption of alcoholic drinks/beverages, legally banned drugs, tobacco and spitting is strictly prohibited in the hostel premises. Strict action will be taken against defaulter (as per rule).
19. No guest or visitor of students will be permitted to Hostel rooms or dining hall.
20. Playing cards, gambling, betting games are strictly prohibited.
21. Every student shall be in his / her hostel by 10.00 p.m. If he / she must stay out after the said timing owing to any special reason, he / she must obtain prior permission from the Hostel warden / Rector. The application for leave of absence from the hostel shall be made in writing / prescribed format to the warden (through prior approval from Administration). Late entry without prior permission will invite penalty / disciplinary action. Please Note that, 'Night out' is allowed only to visit local guardian or relatives staying in Mumbai. A maximum of 2 'Night outs' will be allowed in a month. The students who are taking night outs are not allowed to enter the hostel after 10 p.m. on the respective day till next day morning 7 am of taking the night out. Students must submit a copy of the night out application duly signed by the rector to the hostel warden and need to enter the time of leaving the hostel on the night out register.
22. No students shall use the service of a hostel staff for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
23. Students will not enter rooms of other students without permission of the inmates. Students should not go to other students flat after 11.00 p.m. in the night.
24. Every case of illness and accident must be reported immediately to the hostel warden.
25. No functions or celebrations shall be organized except with the permission of the Rector.
26. Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Rector or the Management.
27. No poster etc. should be put up anywhere, either in rooms or lobbies.
28. Students are not allowed to play any kind of sports in the room.
29. Throwing of water, colour etc. on one another and on the walls / property of the hostel is strictly prohibited.
30. Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Rector in this regard will be final and binding.
31. Allotment of the room, furniture etc. will be entirely at the discretion of the Hostel warden / Rector and no complaint in this regard will be entertained.
32. Students will have to pay the electricity bill of particular room as per actual usage.
33. Every student shall keep the room allotted to him neat and clean. He / She shall take proper care of the furniture and fixtures handed over to him / her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.

34. All matters relating to differences among students and complaints about the hostel staff shall be brought to the notice of the Rector, who will take such action as may be necessary. No police complaint will be lodged by the students before taking prior permission from the Rector.
35. Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economies electricity consumption.
36. Charges for any damages to the property as well as to the furniture and fixtures caused by a student/student's negligence will be recovered from the student/students staying in the said room.
37. Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Hostel warden who will arrange for repairs.
38. All visitors to the hostel including the parents / guardians will have to make necessary entries in the visitor's book available in the hostel entrance with the security guard. Visiting hours is from 9.00am to 6.00pm. Visitors are permitted to visitor's room only. Non-Hostelites ITM students are not allowed to visit the hostel.
39. The Hostel Authorities did not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. ITM will not be responsible for the loss of personal belongings of the students.
40. All the facilities including additional facilities like Internet is misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
41. Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Hostel warden.
42. If any student is found misbehaving and misconducting himself, he/she will be expelled from the hostel immediately and the fees paid by him / her will be forfeited.
43. Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, two days in advance.
44. No music system, TV, VCR, DVD player, Radio, iron, kettle, Washing Machine and Refrigerator is allowed in the hostel.
45. Pet animals are prohibited in the hostel.
46. Any complaint (indecent behaviour/noisy) from the neighbours/society will result in severe action.
47. Hostel is required to be vacated with luggage after completion of 11 months(30th Aprilevery year.
48. Ragging is strictly prohibited inside and outside the hostel premises.
49. The students must apply leave in prescribed form Two days in advance, stating the reason for leaving and the address of destination and have to take approval from hostel authorities and a copy of the leave application form need to be submitted to security guard of respective hostels, if anyone leaves the hostel.
50. The hostel authorities or their representatives may enter any room for verification at any time of the day or night in the presence of the student.
51. Playing Holi and celebrating Diwali inside the hostel premises is strictly prohibited. Disciplinary action will be taken against any student found guilty of violating this rule.
52. In case the students go for tours/picnics organized by Private groups or unofficially on their own, ITM will not bear responsibility for any mishap and the students will have to go at their risk.
53. In and out time entry should be made in register properly.
54. Boys are strictly prohibited to enter in girls Hostel and vice versa.
55. Cooking is strictly prohibited in the hostel.
56. Two and four wheelers are not allowed in hostel.
57. Hostel room once allotted cannot be changed.
58. Hostel fee include a full meal plan, serving breakfast, lunch, high tea and dinner on all days of the academic session.
59. Use of electrical equipment such as Air coolers, Stove, Tea Coffee maker or any other
60. The allotment of rooms is random basis. Therefore, there is no provision for choosing a hostel roommate.
61. There is no provision for prior reservation of hostel rooms for students or their parents.
62. The student may occupy the room immediately after allotment.
63. Refund of Hostel fee is allowed only in the case of cancellation of admission from ITM. If the cancellation is made before start of class, Rs. 5000/- as processing charges will be deducted. After start of class there will be no refund under any circumstances.

**DECLARATION TO BE SIGNED BY THE STUDENT AND PARENT**

I have read all the Rules & Regulations of the ITM Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am aware that I will be asked to vacate the hostel and will be rusticate from the Institute in case of any breach and there will be no refund of fees under any circumstance.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

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

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

(Name of the Parent): \_\_\_\_\_

## UNDERTAKING

To,  
The Director  
ITM Business School

I Mr./Ms. \_\_\_\_\_

aged \_\_\_\_\_ years son/daughter of Mr. \_\_\_\_\_

Application Id \_\_\_\_\_ student of ITM Business School will be studying in PGDM iConnect program  
\_\_\_\_\_ specialization at \_\_\_\_\_ campus.

I hereby give an undertaking that, I have read the hostel fee refund rules and I understand that, the hostel fees will be refunded only after the cancellation of admission from ITM. If the hostel cancellation is made before commencement of program, ₹ 5000/- as processing charges will be deducted and balance amount will be refunded. If the hostel cancellation is made after commencement of program, there will be no refund of hostel fees under any circumstances.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

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

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

(Name of the Parent): \_\_\_\_\_

## MEDICAL FITNESS CERTIFICATE

(To be signed by a registered medical practitioner holding a degree not below that of M.B.B.S.)

I certify that I have carefully examined Mr./Ms. \_\_\_\_\_

son/daughter of Shri \_\_\_\_\_ whose signature is given below.

Based on the various examination, I certify that he/she is in good mental and physical health and is free from any physical defects which may interfere with his/her studies including the active outdoor duties required of a professional.

Mark of Identification \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

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

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

(Name of the Parent): \_\_\_\_\_

Name & signature of the Medical Officer  
with seal and registration number

## HOSTEL FEES:

The student who accept the admission Rules and Regulations shall pay the fee by demand draft or RTGS/NEFT for the academic year 2019-21.

Hostel Fees (Optional)		
Campus	Year-1	Year-2
Chennai	₹ 85,000/-	₹ 90,000/-
Navi Mumbai	₹ 1,47,000/-	₹ 1,37,000/-
Raipur	₹ 90,000/-	₹ 90,000/-
Vadodara	₹ 70,000/-	₹ 70,000/-
Warangal	₹ 90,000/-	₹ 90,000/-

Refund of Hostel fee is allowed only in the case of cancellation of admission from ITM as under.

- **Before commencement of program: ₹ 5,000/- as processing charges will be deducted.**
- **After commencement of program: No refund.**

Following are the details of bank account for first year Hostel fees:

For NEFT / RTGS.

Beneficiary Name: Institute for Technology and Management Trust

Beneficiary Bank Name: IndusInd Bank Beneficiary

Branch Name: Andheri, Mumbai

Beneficiary Account No.: 200999361735

Beneficiary RTGS/IFSC Code: INDB 000 0018

Please ensure that you are providing the below details to us clearly so that the payment received in our account is connected to you. You must send us following details to [pgdm.admissions@itm.edu](mailto:pgdm.admissions@itm.edu) once fund is transferred.

Bank Details from where You are transferring the fund:	Student Details:
Account Holders Name:	Application ID:
Bank Account No.:	Name:
Transaction ID:	Campus Admitted to:
Bank Name:	Program Admitted to:
Branch:	Email address:
Date of Transaction:	Mobile No.
Amount Transferred:	

### Following self-attested documents should be submitted along with the Hostel Application Form.

- 1) Proof of residence. (Parent and Nearest Local Guardian).
- 2) Three colour extra photographs in small envelope. (Each photo should have your application id no, name & program)

**Common Facility in the Hostel:** 24 hours Internet, Hot Water, Aqua-guard water supply, electronic security and electronic room lock system, fitness centre and common room with TV etc.

Guest rooms are available for students' parents/relatives on payment of ₹ 750/- per day per person.

**Games Facility Available in the Hostel:** Football, Cricket, Badminton, Basketball court, Carrom board, Chess board, Table tennis etc.

**Essential items to bring for Hostel:** Cloths hangers, Torch light, Electric Mosquito Killer, Blanket or Handloom Chaddar, Bed Sheet, Pillow & Pillow Cover, Bucket, Mug etc.

Only Bed, mattress, Wardrobe, Table & Chair will be provided by ITM in the Hostel to each student.



<b>HOSTEL ADDRESS &amp; CONTACT DETAILS:</b>	
<p>ITM Hostel Plot No. 8 &amp; 8A, Sector-5, Near Utsav Chowk, Kharghar, Navi Mumbai-410210, Maharashtra.</p> <p>1. Mr. Pawan Kumar Singh (Assistant Manager) Mobile No.7498790269</p> <p>2. Mrs. Shashikala Naidu (Girls Hostel Warden) Mobile No.7498628218</p>	<p>ITM Business School-Warangal Opposite APSRTC Tyre Unit, Hunter Road, Shyampet, Hanamkonda, Warangal-506001, Telangana.</p> <p>1. Mr. Murali Kumar (Hostel Warden) Mobile No.7330725225</p>
<p>Shri Dhanraj Hostel Gayatri Nagar Society, At Post: Jarod, Taluka: Waghodia, District:Vadodara, Gujarat.</p> <p>1. Mr. Ajit Jurel (Boys Hostel Warden) Mobile No. 9574005018</p> <p>2. Mrs. Manisha Chavda (Girls Hostel Warden) Mobile No. 9574005018</p>	<p>ITM University Hostel Sector - 29, Block - 48/49, Atal Nagar, Naya Raipur-492002, Chhattisgarh.</p> <p>1. Mr. Kaviraj (Boys Hostel Warden) Mobile No.9109110157</p> <p>2. Mrs. Anurupa Roy (Girls Hostel)</p>

**Notes:**

1. Please keep photocopy of this form after it is filled for your reference