


Issued to .....

# Application for Admission to ICG Hostel 2007-08



**INTERNATIONAL  
COLLEGE  
for GIRLS** JAIPUR  
*A Heritage of Vision • A Legacy of Innovation*

Affiliated to the University of Rajasthan  
Gurukul Marg, SFS, Mansarovar, Jaipur 302 020 INDIA  
Call : 91 141 2400160, 2400161 • Fax : 91 141 2395494  
email : icg@icfia.org • web : www.icfia.org

**AUTONOMOUS**  
Accredited A+ by NAAC-UGC

Registration No.	Dated
<b>Enrolment No.</b>	
(ICG) :	
(University) :	
Class & Faculty	
Room No. Allotted	

1. Full Name of the Applicant.....  
(IN BLOCK LETTERS)
2. Father's Name .....
3. Permanent Address .....



Tel. Nos. (R) \_\_\_\_\_ (O) \_\_\_\_\_  
(Area Code) (Area code)

Facsimile \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_  
(Area Code)

4. Present Address .....

Tel. Nos. (R) \_\_\_\_\_ (O) \_\_\_\_\_  
(Area Code) (Area code)

Facsimile \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_  
(Area Code)

5. Mother's Name .....
6. Profession .....
7. Date of Birth .....
8. Whether she or her parents have any house (personal or rented) in Jaipur City ?  
.....

9. Name of Local guardian, nominated by parents .....

Address .....

Tel. Nos. (R) \_\_\_\_\_ (O) \_\_\_\_\_  
(Area Code) (Area code)

Facsimile \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_

10. Category (SC/ST/OBC/GEN) .....

11. Has any disciplinary action ever been taken against her ? Yes/No

If yes, when and why ? .....

12. **Medical History of any type and the name and address of the doctor** who could be contacted in emergency

.....  
.....

Tel. Nos. (R) \_\_\_\_\_ (O) \_\_\_\_\_ Mobile \_\_\_\_\_  
(Area Code) (Area code)

13. Details of last examination passed.

Sr. No.	Name of Exam. Passed	Name of the Institution	Board/University	Year	City/ Country	Subjects	%

## LOCAL GUARDIAN'S CERTIFICATE

I, Mr./Mrs. .... is the local guardian of Miss.....who has been admitted to the ICG Girls Hostel ..... I take full responsibility of the above student during the period of her stay in the hostel. If the student involves herself in any act of indiscipline or misbehaviour with the officials/employees of the hostel, I will withdraw her from the hostel.

**Signature of Local Guardian**  
(in presence of the Director, ICG)

Dated \_\_\_\_\_

**Signature of Local Guardian**

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel : No.(O) \_\_\_\_\_

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

Mobile \_\_\_\_\_

Fax No. \_\_\_\_\_

## DECLARATION BY THE APPLICANT

I agree to abide by the rules laid down by the ICG. I understand that my admission to the hostel will be cancelled if I commit any breach of hostel rules or any criminal offence. I also take full responsibility for furniture, fan, etc. in my room and shall be accountable for any loss or damage. I certify that all the particulars mentioned above are correct. I also certify that I am not employed in any Govt./Private establishment.

Yours faithfully

**(Signature of the Applicant in full)**

## FATHER'S/GUARDIAN'S CERTIFICATE

I hereby undertake the responsibility for good and disciplined behaviour of my daughter/ward \_\_\_\_\_ so long as she remains a resident of the College Hostel. Further, I hold myself responsible for the payment of all her dues to the College Hostel, if these remain unpaid by the applicant. I hereby certify that the details given by my daughter/ward in this form are correct. I am not a resident of Jaipur or have a house personal or rented within the limits of JDA and JMC. If any one of them is discovered to be false, I understand that the admission of my daughter/ward will stand cancelled. I nominate Mr./Mrs./Miss \_\_\_\_\_ as a local Guardian of my daughter/ward. He/she will be responsible for the conduct of my daughter/ward during her stay in Jaipur. I understand that the fees deposited is non refundable and I shall not claim for any refund if my daughter/ward is withdrawn from the hostel.

**Signature of Father/Guardian**

I, Mr./Mrs..... nominate  
Mr./Mrs./..... as local  
guardian of my daughter Miss.....  
who has been admitted to ICG Hostel. His/Her address is .....  
.....and Telephone Nos.(R).....  
(O) ..... (M) ..... In case of any change in the name and address of  
the local guardian of my ward, I promise to inform the warden in the writing.

**Signature of Father/Mother/Guardian**

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

## UNDERTAKING

I Kum. ....  
daughter of Shri ..... agree to abide by the  
following rules during my stay in ICG hostel.

1. I shall pay hostel dues regularly
2. **I shall not keep any guest in my room** without the permission of the Warden. If found, my admission in the hostel be cancelled without any prior notices.
3. I shall vacate the hostel room within 48 hrs after the University examination.
4. I shall not allow any other candidate/day scholar to reside in my place in the hostel room. If found, my admission in the hostel as well as in the college be cancelled.
5. I shall not keep any mobile phone, heater, iron, arms like knife, pistol, gun etc. in my room.
6. I shall not involve myself in any act of indiscipline, in or outside the hostel.
7. I shall not consume any drug or liquor within or outside the hostel premises.

My admission in the hostel may be canceled by the College without any notice if, I failed to abide by any of the above conditions. I further assure that I have neither concealed any fact/information about myself nor have I submitted any false document with the Application forms at the time of signing of this undertaking. In case any information given in my application form is found false, my admission in the hostel may be cancelled without any notice.

### Signature

Full Name .....

Permanent Address .....

.....

Date .....

**Countersigned by the Director, ICG**

## HOSTEL FEE

Admission Fee	:	Rs. 1000/-
Security (refundable)	:	Rs. 2000/-
Annual Hostel charges (including food, electricity, water)	:	Rs. 45000/-
		<hr/>
<b>Total</b>		<b>Rs. 48000/-</b>
		<hr/>
Old students	:	Rs. 45000/-

- **There will be no refund of fees in case the student withdraws in the middle of the session i.e. fees once deposited shall not be refunded in any case.**
- **Four pass port size recent colour photographs are to be deposited along with form.**

# ICG

## CHECKLIST (to be brought by the residential students)

Articles	Qty.
Set of clothes	As per requirement
Night suits (Pyjama and Top)	--do--
Handkerchiefs	--do--
Underwears and Undergarments	--do--
Bath Towel and Face Towel	--do--
Bathroom Chappals	1 pair
Pillow with pillow covers	1 Set
White Bedsheets and bed cover	2 each
Laundry Bag	1
Suitcase with name and class written on it	1
Toileteries	As per requirement
Air Bag	1 (Important)
Lock & Key (Preferably Godrej) with chain	2 (Important)
Torch	1
Hangers	12
Glass, Spoon, Plate	1 each
Flask/Bottle	1(Optional)
Alarm Clock	1
Lamp	1
Bucket with Mug	1
<b>FOR WINTER ONLY</b>	
Warm Clothes for general use	3
Woolen Shawls	2
Heavy Blanket with cover (Rejai 4 kg)	1
<b>Following Eatables can be Brought :</b>	
Biscuits, Bournvita, Jam, Dryfruits, Namkins	
<b>FOLLOWING ARTICLES ARE STRICTLY FORBIDDEN :</b>	
<b>GOLD ORNAMENTS, PLAYING CARDS, MONEY, TRANSISTOR, MUSIC SYSTEM, HEATER, IRONS, HAIR DRYERS, MOBILE PHONES.</b>	

# INTERNATIONAL COLLEGE FOR GIRLS

GURUKUL MARG, SFS, MANSAROVAR, JAIPUR-302020

## HOSTEL RULES (*Parent's Copy*)

*Effective From 1st July 2007*

1. Only those girl students who are admitted to ICG will be eligible for admission to the ICG Hostel.
2. The admission of a student to the Hostel will be provisional subject to the satisfactory report of her medical examination, which will be arranged by the college.
3. **Ragging in the Hostel premises is prohibited.** Any inmate involved in ragging is liable to be expelled from the Hostel/College.
4. The admission of a student to a Hostel can be cancelled at any time finding that the student is guilty of :
  - (a) Suppression or misrepresentation of any fact about her
  - (b) Violation of any of the Hostel rules, including non-payment of dues,.
  - (c) An act of indiscipline in or outside the Hostel.
  - (d) **Not putting up required percentage of attendance in class or not showing good performance.**
  - (e) **Misbehaviour, using abusive language,** manhandling of Hostel employees/inmates
  - (f) **Sharing of her room with other persons without the permission of the Warden**
  - (g) Possessing/taking drugs, liquor and other intoxicants.
5. Admission of a student to a Hostel may be cancelled if she is found suffering from such physical/mental ailments as are likely to cause disturbance/infection to other inmates.
6. Hostellers will be responsible for their rooms and the furniture provided to them. Any breakage or damage or theft of the furniture etc. must be reported to the Warden immediately in writing who will impose the required fine for such damages recoverable from Hostel security or take any appropriate action in this regard.
7. Hostellers will themselves be responsible for the safety of their personal articles as well as the safety of articles issued to them in the Hostel for use and are advised not to keep :
  - (a) any precious article/cash in their rooms. They may instead be deposited with the Bank or post office for safe keeping.
  - (b) any vehicle
8. Hostellers will be responsible for lending of money, jewellery or any of their belongings to other inmates of the hostel. The college will not be liable for any loss or damage.
9. **No personal electrical gadget like Heater, tape recorder, iron, etc can be used in the Hostel rooms. No student is allowed to keep mobile phone with her in the hostel.** Rs.500/- shall be charged as a fine on confiscation of any of these items. In case of any 2nd instance disciplinary action will be taken.
10. **Hostel servants are not allowed to do personal work of the inmates.**
11. Complaints against Hostel staff, if any, should be made to the Director in writing.
12. **Hostel Gates will be locked by 7.00 p.m. Check in time for the students is 6.30 p.m.**
13. **Outgoing calls can be made through the ITC Card from the STD, PCO, Telephone available in the hostel.**
14. Timing for incoming STD calls is between 7.0 pm to 10.00 p.m. on Sundays and Saturdays
15. Outing : Local outings with Warden's permission are allowed as follows for bonafide reasons.
  - (a) Weekly outings-Once a week for an hour.
  - (b) Monthly outings : On Sunday once a month for six hours.

The permitted time is to be strictly adhered to. Non compliance to permitted time shall result in cancellation of the subsequent weekly/monthly outings. The Administration can exercise its discretionary rights to cancel the outings of any candidate without assigning any reason.

16. Gate passes for weekly and monthly outings will be issued after 4.00 pm on all days.
17. **Visiting hours are between 4.00 p.m. to 6.00 p.m. on Saturdays and Sundays. Local Guardians and Parents are allowed to visit their ward in the hostel only on the specified days and not on any other days of the week. They are required to bring visit authorization card with them on the day of their visit, failing which they won't be allowed to meet their wards.**
18. The rooms are triple seated. In order to avoid an inconvenience to inmates, **it is mandatory that table lamps are used for individual requirement after 10.00 p.m.**
19. Friends of opposite sex are not allowed into hostel rooms/campus at any hour.
20. Day scholar friends are not allowed into hostel/rooms at any hour.
21. **No student is allowed to cook meals in the room.**
22. Meals will be served in the Dining Hall at fixed hours. No meals shall be served in the hostel rooms.

<b>Tea</b>	:	<b>7.30 a.m. to 8.00 a.m.</b>
<b>Breakfast</b>	:	<b>8.30 a.m. to 9.30 a.m.</b>
<b>Lunch</b>	:	<b>12.30 p.m. to 2.30 p.m.</b>
<b>Evening Tea</b>	:	<b>4.15 p.m. to 4.45 p.m.</b>
<b>Dinner</b>	:	<b>7.15 p.m. to 8.30 p.m.</b>
23. Cooked eatables are not to be taken in the hostel room, as well, ordering of food from outside is not permitted.
24. Roll call of the Hostellers will be called every day by the Warden at 8.00 a.m. / 7.30 p.m.
25. The Warden and Institute authorities will be free to inspect the rooms at any hour of the day. Fine will be imposed on the inmates of the room, if found dirty/ill kept.
26. A case of illness must be immediately reported to the resident warden.
27. **No vehicle of any type is allowed to be kept by the inmates.**
28. **The inmates are required to stay in their assigned rooms after 10.00 p.m. in order to avoid disturbance to other.**
29. Students must obtain a "No Dues Certificate" before vacating the hostel at the end of the session. They will have to vacate their rooms within 48 hours of the end of the University examinations.
30. Any subsequent change in the particulars given by the candidate in the hostel application form should be immediately reported to the office.
31. Market outings for Hostellers having subjects of GPEM/TC/Home Science/BVA are subject to approval of Dr. Raakhi Gupta and Dr. Ila Joshi.
32. **No student will be allowed to go for stay at Local Guardian's house except in emergencies.**
33. **In case on an outstation leave hostellers are required to report back on the scheduled date failing which they will be fined and a warning letter will be issued to them with a copy to their parents. Any extension in leave should be informed to the Warden timely.**
34. **Written permission/fax from parents is required to reach the ICG office well in time for an outstation leave of the Hosteller.**
35. All incoming letters/correspondence addressed to any of the hostel inmates will be delivered only after-due scrutiny.
36. **No student will be allowed to go out to take private tuition.**

**Dr. Ashok Gupta**  
Director



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Director