



# SHRI VIRJI LADHABHAI K.D.O. JAIN VIDYARTHIGRUH

## SHRI BHAWANJI ARJAN KHIMJI EDUCATIONAL CAMPUS

Laxmi Niwas, Cama Lane, Kirod Road, Ghatkopar (W), Mumbai - 400 086. • Phone : +91 86576 37320 • E-mail: vlvghdesk@gmail.com

### APPLICATION FOR ADMISSION

Form Received on \_\_\_\_\_

Deposit Amount Rs. \_\_\_\_\_ Received on \_\_\_\_\_ Receipt No. \_\_\_\_\_

Ist Term Fee Amt. Rs. \_\_\_\_\_ Received on \_\_\_\_\_ Receipt No. \_\_\_\_\_

IInd Term Fee Amt. Rs. \_\_\_\_\_ Received on \_\_\_\_\_ Receipt No. \_\_\_\_\_

Admission granted / not granted / Subject to \_\_\_\_\_

Remark : \_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_ Name & Sign. of Office Bearer \_\_\_\_\_

RECENT PHOTO  
Don't Staple  
Stick the Photo

The Hon. Secretary  
Shri Virji Ladhahai K.D.O. Jain Vidyarthigruh  
Ghatkopar (W), Mumbai - 400 086.

Dear Sir / Madam,

I request you to admit me in the Vidyarthigruh for the year 20 / 20 to pursue studies. I have read existing rules/regulations of the Vidyarthigruh. I agree to abide by them and also the changes made therein from time to time.

Place :

Date :

\_\_\_\_\_  
Student's Signature

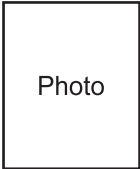
### DETAILS OF THE STUDENT

1. Name of the Student :	_____ Surname	_____ First Name	_____ Father's	_____ Grandfather's
2. Native Place :	Kutch _____ Others _____			
3. Date of Brith :	Date _____ Age _____			
4. Details of Birth : (for K.D.O. Students)	Vastipatrak Family No. _____			Update your full family profile in KDOVP
5. Student's Contact :	Mobile : _____ Email : _____			
6. Religion : Jain (for Non K.D.O.) (Attach certificate of being JAIN)	Caste : _____ Sub-Caste : _____			
7. Parent's Detail :	Father's Full Name : _____ Mobile : _____			
	Mother's Full Name : _____ Mobile : _____			
	Father's Qualification : _____ Mother's Qualification : _____			
	Profession _____ Annual Income _____			
	Family members _____ Nos.			
	Son/Daughter _____ Son/Daughter _____ Son/Daughter _____			
	Residence Address : _____ _____			
8. Are you doing Internship during studies :	Father's Email : _____ Mother's Email : _____			
	Any ex or present (Trustee, Committee Members or Student) of VLVG from your family, If yes mention Name _____			
	Yes/No (If yes, attach certificate) 1) College Letter 2) Company Letter mention with duration, time & Stipend 3) Parent's Consent Letter Name & Address of the Company with Tel. No. _____ _____ _____			

Photo  
Father

Photo  
Mother

9. Courses :	Course you wish to join _____ Total Duration : _____ Timing of the College : _____ <hr/> Name of the College / Institution : _____ Address : _____ _____ Tel. No.: _____
10. Permission for other than Academic Course :	_____ _____ _____
11. Loan or Scholarship :	Having any Institution loan or Govt. Scholarship, if Yes attach supporting documents _____ _____
12. Sports Achivement :	_____ _____
13. Local Guardian's Recommendation :	I hereby recommend Mr. _____ for admission in Vidyarthigruh. I give assurance for his good behavior and conduct during his stay in the Vidyarthigruh.  Guardian Duties : Guardians shall be required to be present within one (1) hours in the event of any medical or others emergency & as & when called upon by the hostel authorities for any matter related to the student's stay, conduct, or behaviour.  Name : _____ Mobile : _____ Address : _____ _____ Relation with Student : _____ Email : _____  <div style="text-align: right; margin-top: 20px;">           _____            (Guardian Signature)         </div>



I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.  
 I also agree to furnish any further information if required.

Sign. of the Student \_\_\_\_\_ Sign. of the Parents \_\_\_\_\_ Sign. of the Guardian \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_



- 6) Deposit Refund:
  - a) Deposit amount will be refunded after deduction of arrears if any, against written application along with original deposit receipt only.
  - b) Deposit amount should be claimed within 30 days from the date of leaving the Vidhyarthigruh, failing which, the same will be forfeited.
  - c) If any student leaves the Vidhyarthigruh abruptly during his stay without prior written permission of the Management, the Vidhyarthigruh will not be responsible for any consequences arising thereof.
- 7) The student shall have to submit to the Vidhyarthigruh, Certificate/ receipt of fees paid received from the college/ institution within a week of joining the college or educational institution.
- 8) If the hostel admission is confirmed by the committee and the student is not joining hostel due to some genuine reason, then he should inform his approximate joining date ..... ( within 2 months ) and if hostel is totally occupied at that time then admission will be cancelled. If the student fails to join on mentioned date, in such case deposit will be forfeited.

### **Undertaking by the Student to follow Rules & Regulations**

- 1) Students will be expelled from Vidhyarthigruh, without prior notice or assigning any reason and deposit will be forfeited if they do not follow the following rules & regulations.
- 2) Students should use hostel main entrance gate for Exit/Entrance from the hostel building. They should enter IN & OUT time in the register kept with the security guard. The hostel gate will strictly remain open from 6.00 am till 10.00. pm only. However, after 10.00 pm, a student will not be permitted entry/exit from building for valid reasons only with prior permission.
  - **Their bags will be checked by security every time they enter the hostel.**
- 3) Student going on leave for family function or to relative's house for overnight stay, will have to take prior approval from the Management by intimating the same in the prescribed format at least two days in advance & same should be confirmed by the parents from their Regd. Mobile No. or Regd. Email Address. Mail to be sent on **vlvgdesk@gmail.com**  
Total number of leaves should not be more than **50 days in two terms** (including Diwali, Christmas, Paryushan etc.)
- 4) Ragging is considered as punishable offence as per rules and regulations. Students should abstain from committing ragging or such offences as no leniency will be shown to any student found guilty. Ragging in any form is strictly prohibited, & if anyone is found guilty of Ragging, severe action will be taken.
- 5) Every care should be taken to maintain the rooms and premises of Vidhyarthigruh neat and clean. Students should not use pens, pencils, sketches, water colours or any other materials to draw images on the walls / floors. Any student, if found guilty, shall be penalised. The students need to keep the Rooms, Corridors, Cupboards, Furniture and other common places clean.
- 6) Scribbling/Scratching on the walls, breaking, touching the CCTV cameras and damaging property of the Vidhyarthigruh will be viewed seriously and shall invite disciplinary action against the violators/ defaulters.
- 7) The gym will be operational only under the guidance of a certified trainer.
- 8) Using abusive and threatening language, physical fights, use of force or unfair means by students to get any act accomplished, etc. are punishable. Further, the students are liable to be expelled from the Vidhyarthigruh.
- 9) No student shall bring or store any firearm, ammunition, explosive and inflammable materials in the premises of the Vidhyarthigruh.
- 10) Vidhyarthigruh Students are expected to display acceptable form of behaviour and maintain discipline and decorum everywhere in general in and around the Vidhyarthigruh complex in particular, at all times.
- 11) Student should obtain Medical Certificate from his family Doctor or any other medical practitioner for his healthiness & medical fitness. If student suffers from contagious disease or is incapable to continue his studies, he will have to immediately vacate Vidhyarthigruh.
- 12) Every student is expected to immediately report his illness to the superintendent of Vidhyarthigruh.
- 13) Student should not keep any valuable articles like Mobile, ornaments, ring, chain or Gazettes or large cash with him in the Vidhyarthigruh. If he does so and if anything is lost or stolen, the Vidhyarthigruh will not be responsible for the same & he will not be allowed to lodge any police complaint for such loss of valuables without prior written permission of the management. All matters relating to differences among students shall be brought to the notice of the hostel management. Students are advised to lock all doors for security reason at all the times. The management is not responsible for any loss of private property. Students are strongly advised to lock all their valuable e.g. mobile phones, laptop, watches, money, jewellery etc. at all times. Student are advised to carry their own locks.
- 14) Student are strictly prohibited from giving any tips, gifts (in any form), or financial assistance to any staff member. Anyone found engaging in such activities will face disciplinary action, which may also lead to expulsion.
- 15) The management reserves the right to carry out spot-checks of the rooms anytime without giving prior notice to its Residents.

- 16) Students are responsible for keeping their rooms and the common areas clean and tidy at all times. Garbage and wastage shall be put in garbage box available on each floor. All fans, lights and electrical appliances must be switched off when not in use.
  - 17) Cooking is not permitted in the Vidarthigruh rooms. Electrical Appliances used for cooking found in the rooms will be confiscated. Students are strictly prohibited from giving any tips, gift to (in any form), or financial assistance to any staff member. Anyone found engaging in such activities will face disciplinary action, which may also lead to expulsion.
  - 18) Common hostel furniture provided to the Students must not be moved without the permission of the Superintendent.
  - 19) Any damage to the Vidarthigruh property must be reported immediately to the Superintendent(s). For any damage to the Vidarthigruh's property in a room, the cost of repair/ replacement is to be borne by all the occupants of that room or corridor.
  - 20) Electricians, Carpenters or any other room service personnel may enter the rooms as and when necessary in the course of their duty under the directive of the Superintendent. However, every effort will be made to respect the privacy and dignity of the student.
  - 21) The management reserves the right to move the student to other room/s, if such a need arises, from time to time.
  - 22) For any day to day damage/ technical fault observed by students in common areas, toilets, rooms etc, the same needs to be reported to the Superintendent for necessary action, with proper entry made in the Grievances' Register.
  - 23) Students have to use water and electricity judiciously. If fan, tube lights, etc., found on in the absence of the students in their rooms, fine shall be charged by the Management.
  - 24) All the fittings in the washrooms of the respective floors should be handled carefully. If there is any breakage due to mishandling, it will be the responsibility of the students residing in the respective floors and appropriate action will be taken if found that the breakage is due to mishandling.
  - 25) Students should not keep any unauthorized property/unauthorized guests in their room.
  - 26) Students are not permitted to change rooms or sleep anywhere other than in their own room.
  - 27) Any student who finds his room-mate missing at 10.00 p.m. he must report to the Superintendent immediately. This is to enable the Management to take immediate action of any untoward incident. Your cooperation is very much appreciated.
  - 28) Possession, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material are strictly prohibited in the Vidarthigruh. Keeping electric appliances such as T.V., Electric Heater, Air Cooler, Cookers, Oven etc in the rooms is also prohibited.
  - 29) Pets are not allowed in the hostel complex.
  - 30) Every room of Vidarthigruh is equipped with electrical fitting viz. tube lights, fan, switches, extra plug, as also with cupboards, tables, lockers & set of bed, etc. Students will be held responsible for cleanliness & maintenance. For any damages done to furniture, fixtures, fittings, etc. in the room they will have to pay the replacement cost/ cost of repairing the same.
  - 31) Electricity & water is to be used & consumed very sparingly. Any excessive bill or consumption observed by the management will be recovered from the students/ respective students.
  - 32) When a student leaves Vidarthigruh at the end of academic year, after obtaining permission, he should hand over all articles in his charge to the office & settle his account before departure. Student also have to carry all belongings / articles with them so that management can allot the room to other student in the next academic year.
  - 33) Students should receive and meet visitors only during visiting hours and in visitors' room only. No visitors will be allowed to visit student's room.
  - 34) Students are not allowed to do any kind of job/ commercial activities while studying in the Vidarthigruh. If he is found or proved to be doing any job/ commercial activities he will be asked to immediately vacate the Vidarthigruh.
  - 35) Every student should have an identity card, which should be collected from office by paying its cost.
  - 36) Morning breakfast will be served from 6.30 a.m. to 8.00 a.m., & lunch will be served from 9.30 a.m. to 1.30 p.m. Dinner will be served from 6.00 p.m. to 9.00 p.m. No late dishes will be kept. Student have to inform about their breakfast, lunch & dinner on prior day before 9.30 p.m.
- Use of mobile phones is prohibited in the dining area.**
- 37) Every student has to co-operate and participate in all the activities of Vidarthigruh viz. academic, religious, social and cultural etc.
  - 38) Use of "**KANDMUL**" and outside food in the Vidarthigruh is strictly prohibited.
  - 39) Possession, distribution and/ or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco, gambling in the Vidarthigruh and in the campus is a serious offence and is strictly prohibited. Student should not consume alcohol/ narcotic drugs outside and enter the Vidarthigruh. Smoking is strictly prohibited in the Vidarthigruh. Non-compliance shall lead to strict disciplinary action and legal authorities shall be informed of violations (This shall apply to visitors also).

- 40) For any student complaints regarding study performance, hostel or college discipline, bad habits etc. concerned parent's (father & mother) presence is mandatory for discussion with managing committee/trustee. In such instance presence of guardian or relatives (masa, masi, kaka, kaki, mama, mami and grand parents) will not be allowed.
- 41) Every student should attend his classes regularly & has to appear for all tests/ examinations held during the year. No one should drop any tests/ examinations without prior written permission of the Management. Result of the tests/ examinations should be immediately submitted to the Vidhyarthigruh. Any Student failing in their final exams during any year shall not be eligible for re-admission in the Vidhyarthigruh.
- 42) Student should not change the course or take up additional courses other than what is stated in the admission form, without prior written permission of the Management.
- 43) Allotment of rooms to the students in the Vidhyarthigruh is solely at the discretion of the Management. No student shall be allowed to exchange his allotted room or furniture without prior written permission of the Management.
- 44) Every student, whose examination is over, will have to vacate Vidhyarthigruh within three days of completion of exams. In case of students whose examination are late/ delayed, permission will have to be obtained from the Management for the extended stay in the Vidhyarthigruh. Student will have to pay extra charges for such extended stay in the Vidhyarthigruh.
- 45) For the first time before admission, both the parents shall compulsorily remain present at the time of interview. If needed, person recommending the admission of student will be requested to remain present during the interview.
- 46) **While VLVG-BAK endeavours to provide a safe, nourishing and supportive environment for students, it should be noted that the ultimate responsibility of a student's safety, health, and education, rests with the student himself and his parents. The institution cannot be held responsible, legally or otherwise, for any issues concerning a student's health, academics, or any incidental event that happens in, or outside the institution.**

#### REVISION OF RULES AND REGULATIONS

- a) The management reserves the right to revise the rules and regulations from time to time and will keep the students informed of any changes in the form of notices on the Vidhyarthigruh notice boards.
- b) Ignorance of the rules and regulations will not be accepted as an excuse.

We have read, gone through the above rules & regulations carefully & understood the same.

We hereby confirm the same and fully agree to abide by the same and to any changes made in the same from time to time. In case of violation of any of the rules and regulations, we agree to forthwith vacate the Vidhyarthigruh immediately without any further delay and without assigning any reasons or excuses for the same.

**Note:** Students violating the above said rules and regulations shall attract disciplinary action, which may also include heavy fine and expulsion from the Vidhyarthigruh.

Sign. of the Student \_\_\_\_\_ Sign. of the Parents \_\_\_\_\_ Sign. of the Guardian \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_





**DOCUMENTS TO BE SUBMITTED DURING INTERVIEW**

NO.	LIST OF DOCUMENTS		CHECK BOX	REMARK
1.	Student's Addhar Card	Self Attested Xerox Copy		
2.	Father's Addhar Card	Self Attested Xerox Copy		
3.	Mother's Addhar Card	Self Attested Xerox Copy		
4.	Student's Pan Card	Self Attested Xerox Copy		
5.	Father's Pan Card	Self Attested Xerox Copy		
6.	Student's 10th Result	Self Attested Xerox Copy		
7.	Student's 12th Result	Self Attested Xerox Copy		
8.	Student's Last Result	Self Attested Xerox Copy		
9.	Hostel Deposit Receipt	Self Attested Xerox Copy		
10.	College Fee Receipt	Self Attested Xerox Copy		
11.	Tuition Classes Fee Receipt	Self Attested Xerox Copy		
12.	Jain Evidence Letter	<b>Original (For Non KDO Student)</b>		
13.	Cancelled Cheque	Self Attested Xerox Copy		
14.	Loan Papers If Any	Self Attested Xerox Copy		