

SHRI KUTCHI DASHA OSWAL JAIN SHIKSHAN PRASARAK SAMITI TRUST

MANAGED

SMT. LAXMIBAI VIRJI LADHABHAI K.D.O. JAIN KANYA CHHATRALAY

142/3, Krishna Kiran, Garodia Nagar, Ghatkopar (E), Mumbai-400 077. • Phone : 2506 3449 • E-mail: Mgirlshostel77@gmail.com

APPLICATION FOR ADMISSION

Form Received on _____

Deposit Amount Rs. _____ Received on _____ Receipt No. _____

Ist Term Fee Amt. Rs. _____ Received on _____ Receipt No. _____

IIInd 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

Dear Sir / Madam,

I request you to admit me in the Kanya Chhatralay for the year 20 / 20 to pursue studies. I have read existing rules/regulations of the Kanya Chhatralay. 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 : (Non K.D.O.)	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 : _____

	Father's Email : _____ Mother's Email : _____
	Any ex or present (Trustee, Committee Members or Student) of LVL from your family, If yes mention Name _____
8. Are you doing Internship during studies :	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. _____ _____ _____

9. Education Background (Please attach the attested copies of certificate & Mark-Sheet)

Standard/Semester	Board/University	Stream	Percentage	Passing Year
S.S.C.				
H.S.C.				

10. Courses :

Course you wish to join _____
Total Duration : _____ Timing of the College : _____
Name of the College / Institution : _____
Address : _____
_____ Tel. No.: _____

11. Permission for other than Academic Course :

12. Loan or Scholarship :

Having any Institution loan or Govt. Scholarship, if Yes attach supporting documents

13. Local Guardian's Recommendation :

Photo

I hereby recommend Ms. _____
for admission in Kanya Chhatralay. I give assurance for her good behavior and conduct during her stay in the Kanya Chhatralay.
Name : _____ Mobile : _____
Address : _____

Email : _____
Relation with Student : _____

(Signature)

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 _____

SHRI KUTCHI DASHA OSWAL JAIN SHIKSHAN PRASARAK SAMITI TRUST

MANAGED

SMT. LAXMIBAI VIRJI LADHABHAI K.D.O. JAIN KANYA CHHATRALAY

MEDICAL CERTIFICATE

Height :

Cms.:

Weight :

Kgs.:

Blood Group :

Skin Disease :

Any Other Disease :

Brief history, If any :
(i.e. any prolonged illness /
Operated upon etc.)

Remarks :

I hereby certify that Ms. _____ is physically fit to admit in the Kanya Chhatralay.

Degree :

Reg. No. with Stamp

Name :

Address :

Date :

Stamp & Sign. of Doctor

FEES STRUCTURE

Non KDO Student	Monthly Fees	Rs. 10,000/-
Non KDO Student	Deposit	Rs. 10,000/-

Remark : _____

Rules and Regulations for Kanaya Chhatralay

1. Fill up the application form for admission in Kanya Chhatralay and submit it to the hostel by the given date. Incomplete applications or delayed Submissions will not be considered.
2. At the time of the interview, both the parents and a local guardian need to be compulsorily present along with the student only then the interview will be continued.
3. Applicants need to obtain and submit a medical certificate from their Family doctor or any other medical practitioner as a proof of their medical fitness. The Institution holds the right to deny admission to students who have any contagious disease or is mentally unstable.
4. Any student who has passed their 4th grade examination and has the desire to pursue higher studies in any recognized school, college or educational institution in Mumbai is eligible for admission.
5. Please submit the marksheet of the most recent exam passed and the fee receipt of college in which admission is taken.
6. **Deposit should be paid at the time of Form submission. It doesn't mean the admission is confirmed.**
7. K.D.O. Students are required to pay a Security Deposit of Rs.1,000/- at the time of admission which will be refunded after completion of the course of stay.
8. NON KDO applicants who are Jain and pure vegetarians will be given admission depending on the Number of seats available. The fee amount that is decided by the management, needs to be paid as per below given information. At the time of Admission Student has to pay 1 month fees as a Security Deposit which will be refunded after completion of the course of stay.
9. 1st Term fees applicable for the month from June to October must be paid at the time of admission itself. If student fails to paid the admission fees, she will not be admitted to Kanya Chhatralaya.
10. 2nd Term fees applicable for the month from November to March must be paid on or before 30th October.
11. If, students have to stay during April/May due to valid reason, they will have to inform in advance & have to pay extra charges to Kanya Chhatralay for that period.
12. **Bank Details :-**
Name of account holder : L.V.L.K.D.O. Jain Kanya Chhatralaya
Account No.: 001920100012251
IFS Code : BKID0000019
Bank Name : Bank of India
Branch : Ghatkopar (East) Branch
13. **Deposit Refund:**
 - a. Deposit amount will be refunded against written application along with original deposit receipt,
 - b. Deposit amount should be claimed within 30days from the date of leaving the Kanya Chhatralay, failing which the same will be forfeited.
14. If the hostel admission is confirmed by the committee and student is not joining hostel June onwards then she should inform 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 the mentioned date, in such case deposit will be forfeited.
15. Students will be removed from the hostel without prior notice or assigning any reason and deposit will be forfeited if they do not follow the rules and regulations.
16. Students are strictly abide by the rules and regulations of the chhatralay and has to follow instructions of warden from time to time. Student shall be expelled from the Chhatralay in case of any misconduct towards the warden or staff of the Chhatralay.
17. Without warden's permission students cannot go home, friends & relative's house.
18. Students going on leave for family functions or to relatives' houses for overnight stay will have to take prior approval from the management by intimating the same in prescribed format at least two days in advance and it should be confirmed by the parents from their registered phone number. Total number of leaves should not be more than **50 days in two terms** (including Diwali, Christmas, paryushan, etc).

19. No student is allowed to go out during Navratri or Holi celebration.
20. Visitors can visit the student only on the pre decided date and time after taking prior permission from the warden in charge.
21. It is compulsory for all the students to wake up at or before 7AM and come back to the hostel by 8PM.
Breakfast Timings : 6:30 AM TO 8:00 AM,
Lunch Timings : 8:30 AM TO 1:00 PM,
Dinner Timings : 6:30 AM TO 8:30 PM.
22. Only Jain food will be available in the hostel and bringing NON JAIN Food from outside is strictly not allowed, prohibition of this could lead to strict actions.
23. Students taking any coaching classes or Articleship need to return to the hostel before 10.00 PM, provided you submit a consent letter from parents and coaching class authorities or Articleship organization beforehand. Student who do not follow this rule strict action will be taken or may be the expelled.
24. Students are not allowed to do any kind of job and commercial activities while studying in the Hostel if she is found all proved to be doing any of the above activities, she will be asked to immediately vacate the hostel.
25. It is Mandatory to mention In and Out time in the Timebook as well as while going on leave.
26. Contribution towards maintaining the peace and harmony amongst each other as well as in daily chores of the hostel is expected. Volunteering in other programs related to the hostel will be appreciated. Active participation in all hostel events is must. It is expected that you help the students in grades below you in their study.
27. Proper hard work and efforts are expected from the students towards their curriculum, in case of failing any grade in school the stay period of the student will be immediately expelled
28. For K.D.O. college students, in case of ATKT in any subject, a fine of Rs.1000/- per month will be charged till you submit the cleared marksheet to the authority.
29. Students 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.
30. Every student should attend his classes regularly and has to appear for all tests/examinations held during the year. No one to drop any tests/examinations without prior written permission of the management. Results of the test/examination should be immediately submitted to the warden. Any student failing in their final exams during any year shall not be eligible for re-admission in the Hostel.
31. To leave the hostel in the middle of the academic year, a written notice needs to be submitted by the parents to the Secretary or president of the hostel.
32. Every student whose examination is over, will have to vacate the hostel within three days of completion of exams. Otherwise, students will have to pay Rs. 500/- per day. In case of students, whose examinations are late/delayed, permission will have to be obtained from the management for the extended stay in the hostel.
33. Allotment of room and bed to the students in the hostel is solely at the discretion of the management. No Student shall be allowed to exchange the allotted room and bed or furniture without prior written permission of the management.
34. Any student who finds her roommate missing at 10.00 PM should immediately report to the warden. This is to enable the management to take immediate action of any untoward incident. Your co-operation is very much appreciated.
35. Every student is expected to immediately report her illness to the warden of the hostel.
36. Keep your own space organized, no hanging of clothes and messy beds will be tolerated. An immediate fine of Rs. 50/- will be charged to the student if seen otherwise.
37. Students can keep only one bag with her and use the cupboard provided for the rest of her belongings. Within one week of vacating the hostel, students need to empty the cupboard.
38. Decent clothes need to be worn and minimum length of clothes should be below your knee.
39. To promote independent behavior and hygiene among the students, it is compulsory for them to wash their own clothes and utensils.

- 40. Students should not keep any valuable article like mobile, ornaments, ring, chain, or gadgets or large cash with her in the hostel, if she does so, and if anything is lost or stolen, the Hostel will not be responsible for the same and she will not be allowed to lodge any police complaint for such loss of valuables. 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 reasons at all times. The management is not responsible for any loss of private property. Students are strongly advised to lock all their valuable.
- 41. Misbehavior, theft, and causing damage to any property belonging to the institution or fellow students will not be tolerated. They will have to reimburse for the same and will be expelled from the hostel.
- 42. Scribblings/scratching on the walls, touching the CCTV cameras and damaging the property of the Hostel will be viewed seriously, and shall invite disciplinary action against violators/defaulters.
- 43. For any student complaints regarding study performances, Hostel or College discipline, bad habits, etc. Concerned parents (father and mother.) presence is mandatory for discussion with the managing committee/trustees. In such instances, the presence of guardians or relatives (Masa, Masi, Kaka, Kaki, Mama, Mami and grandparents) will not be allowed.
- 44. The management reserves the right to carry out spot checks of the room any time without giving prior notice to its residents.
- 45. While LVL endeavors to provide a safe, nourishing and supportive environment for students, it should be noted that the ultimate responsibility of the students, safety, health and education rests within the student herself, and her parents, institution cannot be held responsible, legally, or otherwise for any issues concerning the students, Health academics or any incidental event that happens in, or outside the institution.
- 46. Admission forms are available on below mentioned website:-
Website : www.kdoedu.com

We have carefully read all the above rules & regulations. We confirm them and fully agree to abide by them also the changes made therein from time to time.

Sign. of the Student _____ Sign. of the Parents _____ Sign. of the Guardian _____

Place _____ Date _____

Hostel history of the student

Name : _____

[illegible]

Hostel Warden's Remark

Name of the student : _____

[illegible]

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 Recipt	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	Original (For Non KDO Student)		
13.	Details of Loan Taken	Self Attested Xerox Copy		