



# **ARMY INSTITUTE OF EDUCATION**

NCTE & RCI Approved, NAAC Accredited and ISO 9001:2015 Certified Institute  
Affiliated to Guru Gobind Singh Indraprastha University, New Delhi

## **HAND BOOK** **ON** **HOSTEL RULES AND REGULATIONS** **GIRLS HOSTEL** **(ACADEMIC SESSION: 2021-22)**

PLOT M-1, POCKET P-5, SECTOR-CHI-2  
GREATER NOIDA-201306  
PHONE: 0120-2343741-42  
E-MAIL: aiedelhi@gmail.com  
WEBSITE: aie.ac.in

# **ARMY INSTITUTE OF EDUCATION GIRLS HOSTEL RULES & REGULATIONS**

## **Introduction**

1. Army Institute of Education (AIE), Hostel is part of AIE campus located at Plot M-1, Pocket P-5 Sector-CHI, Greater Noida. The Institute is 100% residential. The Hostel has been established to provide boarding and lodging facilities to the candidates aspiring to pursue B.Ed. and B.Ed. Special Education (Learning Disability) programme at AIE. Students staying in the hostel have to abide by all the rules and regulations of the hostel, both in letter & spirit.

2. With concurrence of the Institute Management Committee (IMC) these Rules and Regulations may change.

3. All students will maintain high order of discipline and will be properly dressed at all times. They will keep their room clean, neat & tidy.

## **4. AIE Hostel Facilities.**

- (a) Fully sanitized Hostel premises with COVID Safety measures in force
- (b) Semi- furnished rooms, bed, mattress, study table, chair, cupboard & waste paper basket.
- (c) Geyser in common bathrooms.
- (d) Laundry services on payment.
- (e) Television in the Common Room.
- (f) Limited indoor games.
- (g) All meals including Tea/Snacks provided on payment in the Hostel Mess.
- (h) Common room having newspaper, magazine and periodicals.
- (j) Housekeeping and Security provided 24x7.
- (k) Generator Backup 24x7.
- (l) Gymnasium for Boys and Girls separately located.
- (m) Visiting Doctor on Campus – 4.00 PM (1600 h) to 5.00 PM (1700 h) on working days.
- (n) First Aid facility and arrangement for evacuation to the nearest empaneled ECHS Hospital / Army Base Hospital in event of emergency.
- (o) All Student dependents of Serving personnel must have a Service Dependent Card and those of Ex-Servicemen must have ZSB Dependent card besides ECHS Medical Smart Card to avail medical facilities in ECHS/Empaneled Hospitals. In addition, ECHS Self-Attested Performa duly signed by OIC parent Polyclinic must be in possession of the Student dependents of Ex-Servicemen.

## **5. Allotment of Hostel Accommodation**

(a) Accommodation in Army Institute of Education Hostel is mandatory and available for all Students in Boys / Girls Hostel.

(b) Allotment of room in hostel will be made by the Management prior to arrival of Students on double occupancy basis. Shifting of room / furniture is not permitted. No additions/modifications in fitments inside the rooms is permitted. Change/Shifting of room will be considered by the Management on case to case

basis. Single Occupancy may be resorted to in event of emergency situation such as COVID pandemic enforced safety conditions.

### **Registration Form**

6. Registration forms completed in all respects will be handed over to the Office Superintendent (OS), AIE at the time of admission. The applicants will be thereafter informed of the allotment status and Parents/ Guardians of the applicants will be required to submit a written bond on a non-judicial stamp paper of Rs. 10/- as per the format attached with the Hostel prospectus.

### **Hostel Fee and Charges.**

7. The Break Up of the Hostel Fee and Other Charges is as under:

<b>Annual Charges (₹)</b>	
Internet	1000/-
Insurance (Vidyarthi Suraksha Kavach)	120/-
Conveyance for Examinations	3000/-
<b>Total</b>	<b>4120/-</b>
<b>Monthly Charges (₹)</b>	
Rent and Allied Services	1797/-
Electricity/Power Backup	1211/-
Messing (Contracted Rates)	3150/-
Laundry Services (Contracted Rates)	355/-
<b>Total</b>	<b>6513/-</b>

**Note:** 1. Hostel Fee in full is payable at the time of commencement of Onsite Classes as per Notification issued by GGSIPU and AIE. Refer the website of GGSIPU and AIE for Updates and Latest Notifications.

2. Hostel Fee to include Annual/Monthly Charges are subject to revision from time to time as per Contracted Rates/Revision by AWES. Difference in amount is payable upon due notification for payment of the same.

8. All the payments must be made through Bank Draft or NEFT in favour of **AIE Girls Hostel**. Hostel Fee is subject to change. Any such change shall be duly conveyed in advance and shall be binding upon the Students to continue to be considered allottees of the respective Hostel Rooms.

9. The messing charges are to be paid on Semester basis irrespective of the number of days of each month per Semester the Student dines in the Hostel mess.

10. Admission to the Hostel in between the Academic Year/Session would be permitted in case vacancy exists in the hostel. The fees for the same would be paid from the date of joining the hostel.

## **Administration**

### **11. General.**

(a) The Hostel has a Resident Warden. He/She is responsible for Administration, Supervision and Discipline of the Students resident in the Hostel. It would be mandatory upon the Students to obey His/her instructions on behalf of the Management. Any violation shall be viewed seriously and may lead to cancellation of Hostel allotment.

(b) The Students shall be bound to approach the Hostel Warden for their all administrative problems/requests, documentation, leave, night out permission and referrals for visit to the Doctor/Hospital.

(c) The requests of leave/night out pass must be forwarded to the Hostel Warden at least **48 hours in advance** except in Emergency duly justified and accepted in the wisdom of the Hostel warden.

(i) **Signing Authority of Leave/Out Pass Local Visit (Routine)** – Hostel Warden, AIE.

(ii) **Outstation Visit on Leave/Outpass** – Registrar (Through Hostelwarden)

(iii) **Timings.**

- **ECHS** (Routine Appointment) One Day in advance to enable fixing up the appointment.
- **Institute Doctor** – Any day except Sunday/Holiday between (4.00 PM) 1600 h to (7.00 PM) 1700 h
- **Empaneled Hospital** – As per referral from ECHS/Institute Doctor

(iv) **Signing of Permission/Referral-** Breakfast Time/Dinner Time in the Hostel premises.

**12 Arrival /Departure Register.** The Register will be kept at the Reception in the Hostel. Entries with Date/IN / OUT timings will be compulsorily made in the Register on the following occasions: -

- (a) On first arrival in the Hostel.
- (b) For routine Out pass.
- (c) While proceeding on night out / short/long leave and return.
- (d) While finally leaving the hostel.

**13. Rules for Leaving the Hostel Complex.** Before leaving the Hostel complex residents will ensure the following: -

- (a) Proper permission has been obtained from the Principal/Registrar through the Hostel Warden.
- (b) Proper entries have been made in the concerned register.
- (c) Leave certificate /out pass has been obtained while proceeding for leave / night out.
- (d) Hostel Inventory form has been duly signed.

14. **Attending College / Teaching Practice School.** Written permission will be obtained from the Principal / Registrar while proceeding on personal visits other than study tours, out station visits etc. Permission will be granted based upon written request addressed to Principal/Registrar through the Hostel Warden.

15. **Care of Hostel Property & Maintenance of Rooms.**

(a) Students will take utmost care of the Hostel property. Any damage to hostel building, property, furniture, fixtures or walls caused by any student/group of students will make him/her/them liable for the damages besides disciplinary action. Pasting of pictures on walls, graffiti or otherwise defacing walls in rooms or corridors is forbidden. In case of breach of this rule, the cost of distemper / repair of the room and / or fine will be recovered from the student. Hostel Warden will check the Hostel premises including Hostel Rooms at regular intervals and bring such defaulters to the notice of the Disciplinary Committee.

(b) **Maintenance of Students Rooms.** Students will report problem(s) pertaining to their rooms such as malfunctioning of fan or light or any other problem to the Hostel Warden and endorse the complaint in the complaint book kept in the Hostel Office for this purpose. The Complaint book shall be put up daily to the Registrar through the Hostel Warden/Estate Supervisor till the complaint is resolved.

16. **Night-outs at Parent / Local Guardian's Place.**

(a) Night-outs will be permitted based on Formal written request or a Telephonic Call/Message followed by a Formal email request to Principal AIE at aiedelhi@gmail.com from the Parent / Local Guardian (LG) from their Mobile number registered with the Institute as per Admission Records. The request should be addressed to the Principal / Registrar and submitted minimum 48 hours in advance. Night-outs will be permitted as per address of the Local Guardian only who shall inform the Principal / Hostel Warden when the student reaches his/her residence.

(b) Permission for long leave can be given for parent's place only. Residents desiring to proceed on leave for places other than parent's place must submit application countersigned by parents. Proper documentation must be done by concerned students. Such requests will be either ink signed letters or from authorized e-mails of parents.

(c) On termination of leave / night out resident should be back in the hostel latest by 7.00 PM (1900 h) (Summers) and by 6.30 PM (1830 h) (Winters). Violation of the time schedule will lead to cancellation of future late night / night out leave.

(d) Extension of leave will be granted solely upon Parent's personal request followed by a written application/email addressed to the Principal at aiedelhi@gmail.com.

(e) Falsifying documents or giving wrong information to seek leave/outpass may invite disciplinary action.

(f) The institute will not be responsible for any safety or welfare issue of the student who is away from campus while on leave or out pass.

17. **Hostel Stay In / Out & Leave Rules.**

(a) No student will be absent from his / her room during the night, between **(9.30 PM) 2130h to 6.00 AM) 0600h** except with prior written permission of the Warden/Registrar/Principal as the case may warrant. Any student who wishes to leave the campus temporarily or otherwise should obtain permission in writing from the Registrar / Principal through the Hostel warden. Except in emergency, all leave requests/night outs will be submitted minimum 48 hours in advance to the Hostel Warden and duly processed to the Registrar/Principal AIE.

(b) **Unauthorized Use of Hostel Premises Other Than the Bona-fide Residents.** Residents are not permitted to allow their rooms or any other facilities of the hostel to be used by any person who is not a bona-fide resident of the hostel. All residents are advised to extend their fullest co-operation to see that no unauthorized person enters or stays in the hostel premises. If they happen to find any such person, the matter should be brought to the notice of the Hostel Warden for further action.

18. **Leave on Medical Grounds.** Will be granted on a written request from the Parents / LG along with medical certificate etc. Sick residents will not be permitted to proceed alone.

19. **Lights Out Time.** Residents will switch off all the lights of their respective rooms by 10.00 PM (**2200 h**). Individual table lamps will be used for studying beyond Lights Out Time. Economy will be exercised while using electricity. Residents must switch off lights and fans when not required

20. **Water Conservation/Washing/Drying.** Economy will be exercised while using water. Water taps will not be left running at any time unattended. Any leakage/seepage shall be immediately reported to the Hostel Warden. Washing clothes, other than inner wear is not permitted in the hostel. Drying of such innerwear will be restricted within confines of hostel rooms only. Laundry services shall be compulsory for all other clothes.

21. **Newspapers and Periodicals.** Shall be available for reading in the Common Room. These shall not be removed from the Common Room.

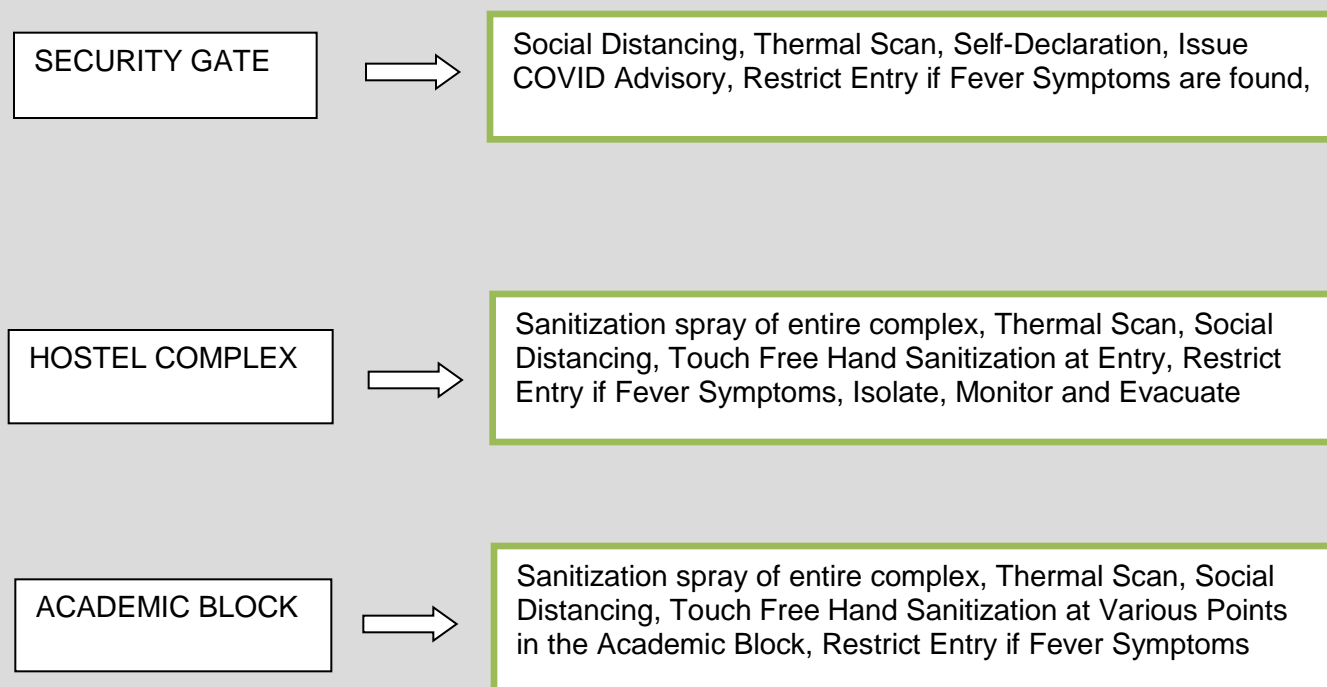
22. **Fitments in the Rooms.** Residents are not permitted to install and remove any fitments in their rooms without the permission of the Institute Management routed for permission through the Hostel warden. Any structural change/addition/electrical appliance with significant load is barred without due permission and survey of the same.

23. **Meal Timings.** Meal timings will be strictly adhered to. Catering staff will not be forced/coaxed/bribed to serve meals before or after the fixed timings/serve anywhere except in the Dining Room. Packed meal facility is available on prior notice with extra charges for packing. **Residents are expected to dine in the dining room, ONLY.** Non-adherence shall lead to strict disciplinary action. Sick residents may, however, be allowed to have their meal in their rooms with the prior permission of the Hostel Warden as advised by the Doctor. Girls must neatly tie their hair (preferably bun/braid) while taking food from the counter. Students must maintain personal Health and Hygiene and avoid entering the Dining Area with unkempt

hair/grown nails, unbathed and dirt on body/footwear. Strict adherence to Covid safety protocols to include Hand Sanitization/Washing with soap and Six Feet Distance must be followed.

24. Covid Safety Protocol. All Students are directed to compulsorily download, read and sign declaration of the compliance having read the COVID Safety SOP titled 'AIE Work Resumption Post Withdrawal of COVID 19 Lockdown Policy' at <https://forms.gle/Ut667Tof71mDWu5N9> on AIE Website as well as COVID 19 Protective Protocol in force at the AIE Campus as under:

#### **COVID PROTOCOL MEASURES AT AIE**



25. **Requests / Suggestions / Complaints.** Should be entered in the Hostel Complaints/Feedback/Suggestions Register kept at the Hostel with the Hostel warden.

26. **Security.**

(a) **Hostel Main Gate.** Hostel Main Gate will close at **9.00 PM (2100 h) (Winters) & 9.30 PM (2130 h) (Summers)** and open at **6.00 AM (0600 h)**. Students should not argue with security guard on the timings as above. Any violation shall lead to disciplinary action.

(b) **Security of Personal Assets.** Students are advised not to keep large amount of cash or valuables in their room. Students are responsible for the safety of their belongings inside their rooms under proper lock & key. It is the responsibility of the

students to get their laptops and valuables, if any, insured at own cost. Students must take care of their ATM Debit/Credit cards. They must not disclose their PIN to anybody, not even to their best friends. AIE will, not be responsible for any loss of any personal belongings/assets of the students inside the Hostel premises if left unattended/insecure. (c) Cloak Room. Should the students so desire, they may deposit their personal belongings for safe keeping in the Hostel Cloak Room after due permission from the Hostel Warden and ensure these are duly secured in the designated Almirahs under lock and key

27. **Sports Activities**. Students are encouraged to take part in sports activities for making them physically strong and inculcating in them a sense of team spirit. The Institute provides ample opportunities and facilities for indoor/outdoor games as well as athletics.

### **Medical Norms**

28. All Students must report major and minor illness to the authorities through Hostel Warden/Mentors. A medical checkup will be done under arrangements of the Institute for all Students upon arrival and periodically as per Medical advice/availability of Medical Staff.

29. Students must have the required immunizations duly supported by the necessary medical certificate. A medical fitness certificate is required to be submitted at the time of admission. The Medical Certificate must include Covid 19 Test Positive Result from Govt/Govt appointed Test Laboratory. No Entry shall be permissible without the same.

30. **Sickness**. If a Student falls sick, he / she or room-mate / friend must immediately inform his / her room-mate / any other resident of the hostel and through them or directly to the Hostel Warden/Mentor / any other Faculty member of AIE who will make arrangements to shift / evacuate the student to the Hospital and look after him / her. Students will not demand their evacuation / treatment at Base hospital / Army medical facility only and leave that to the wisdom of the attending Doctor.

31. **Hostel Documentation and Record**.

(a) **Written Bond of Indemnity**. Parents of the applicants for Hostel Accommodation are required to submit a **Written Bond of Indemnity** on Rs 10/- non-judicial paper as per the format attached.

(b) **Local Guardian (LG)**. Every resident must have a LG who will be introduced to the Principal and Warden of the hostel by the parents at the time of admission. The applicant will obtain the declaration from the guardian on the format attached. Change of LG or change in LG's address should be intimated immediately by parents in writing along with photographs of LG.

(c) Parents are also required to introduce to the Principal at the time of admission, their other relations in Greater Noida, who may be permitted to visit the applicant. It is essential that their particulars including photo, address & telephone No are recorded with the hostel authorities.

(d) Parents / Local Guardians must intimate change in their official and residential address, if any, along with Contact Nos and email ID to Principal/Registrar AIE.



- (e) All Students must have a Savings Bank Account in their name. Details must be provided to the Hostel Warden and Office Accounts Supervisor for records.
- (f) Students who forge their Parents / Local Guardian's signatures shall be expelled from the Hostel.

32. Seasonal Closure. Hostel remains closed during the summer vacation in co-ordination with AIMT, Greater Noida, during which hostel residents will proceed to their parents' / guardians' places. The dates of the vacation / closure of the hostel will be intimated to the residents in advance.

### **Duration of Stay**

33. A resident will stay in this hostel till completion of their academic programme. The parents will have to give an undertaking at the time of admission that they will not represent if the child is expelled from the hostel on disciplinary ground or violation of rules.

### **Bedding**

34. Residents must ensure they are adequately clothed as per climate and have essential bedlinen with a Mosquito Net/Repellants.

### **Vacation of Hostel Rooms**

34. (a) Residents who discontinue their studies in the middle of a schedule will be asked to vacate the hostel.
- (b) Before vacating the hostel, each resident must hand over the complete charge of his / her room with all furniture and fixtures intact as per Hostel inventory to the Hostel Warden and clear all the Hostel dues. No student is permitted to take away his / her belongings from the hostel premises without a proper gate pass (signed by the Warden).
- (c) If the authorities find any irregular behavior or serious breach of discipline by any student, the resident may be asked to vacate the hostel at any stage.
- (d) AIE reserves the right to close the hostel/enforce vacation at any time without giving any reasons.

### **Rules for Visitors**

35. (a) Name & address of all approved visitors are required. Not more than five persons shall be allowed as approved visitors. Parents may send information directly to the Principal / Hostel Warden if they desire any change in the list of approved visitors.
- (b) Persons whose name is not in the list of approved visitors may meet the resident with the permission of the Hostel Warden if the visitors bring an authority letter from the parents of the inmate.

(c) The Hostel administration reserves the right to deny entry to any visitor into the Hostel complex in case his / her identity is not known and he/she is not able to give valid reasons for visiting the hostel.

**(d) Visiting Hours**

(i) Sundays / Holidays - 9.00 AM (0900 h) to 12.00 PM (1200 h)  
- Evening 1700 hrs to 1900 hrs

(ii) Other days - Evening Only 6.00 PM (1800 h) to 7.00 PM (1900 h)

(e) No visitor other than relatives recorded in the register are permitted to enter the campus.

(f) Visitors (LGs / Guests / Parents) are not allowed to enter the Hostel Complex, once the session begins. They will meet the students in Guest Room / Cafeteria.

36. **Guest Rooms.** Limited guest room facility on payment is available for stay of Parents/Local Guardians/Relatives authorized by the Parents only. Request for this accommodation may be submitted to Principal/Registrar minimum 48 hrs in advance. Maximum duration of stay at one time is Three (03) days only.

**Ragging.**

37. Ragging in any form is strictly prohibited inside and outside the campus. Strict action will be taken against the defaulters including immediate 'Suspension or Rustication' from the Hostel / College. As per Disciplinary Committee Ruling.

**Miscellaneous**

38.. **Conduct with Fellow Students.** Conduct of the students with fellow students shall be cordial, courteous and civic at all times. Any reference to race, caste, creed, religion, political affiliation and sex shall be strictly avoided. Any complaint in this regard shall be treated with utmost promptness and defaulter punished as per recommendations of the Disciplinary Committee. Any wrong complaint in this regard merely to settle personal score shall also be viewed seriously and acted upon accordingly. Students of opposite sex will always maintain decorum and at no time contact fellow student(s) of the opposite sex in an objectionable way. Students must download, read and sign declaration of having read AIE Being Safe Online Protection and Safeguarding Policy at [http://www.aie.ac.in/Notice/Notice2020/June/Edited\\_Being%20Safe%20Online%20Protection%20and%20Safeguarding%20Policy.pdf](http://www.aie.ac.in/Notice/Notice2020/June/Edited_Being%20Safe%20Online%20Protection%20and%20Safeguarding%20Policy.pdf) on AIE Website <http://www.aie.ac.in/>

39.. **Dealing with Staff.** Students will deal with members of AIE and AIMT staff with dignity. Proper respect will be paid to staff at all times by all students.

40. **Two / Four Wheelers.** Students are not permitted riding / driving two / four wheelers or any other vehicle within AIE Premises. Students are not permitted to bring these to AIE, either on joining or at any time thereafter.

41. **Dress, Turnout and Conduct while Moving Inside/Outside AIE Premises.** All students must be attired properly at all times. Casual dress such as shorts, sneakers, chappals etc are not permitted in the Mess Dining Hall.

42. **Use of Electrical Appliances in the Hostel Rooms.**

(a) Television, VCR, Set Top Box, Refrigerator, Air Conditioner, Cooler, Electrical Heating System, Electric Kettle, Dryer etc. are not permitted in the Hostel rooms. Only devices permitted to be plugged in the rooms is Mobile Charge/ Mosquito Repellent.

(b) Interference of any sort with electrical fittings will render students liable for disciplinary action and / or fine.

(c) Lights and fans should be switched off when not in use. Failure to do so will make defaulters liable for fine.

43. **Keeping Pets in Hostel.** Students are not allowed to keep pets in Hostel premises.

44. **Party.** Partying is NOT permitted within the hostel rooms, corridors or anywhere in the hostel. Permission for hosting Student Group party for Institute related Event in common areas may be sought from the Principal/Registrar, through the Hostel Warden. Such parties may be held strictly between the time periods for which the permission has been granted. As a rule, such events will finish by 2145 hrs except when permitted to extend beyond 9.45 PM (2145 h) for which the specific permission will be obtained well in advance, through the Hostel warden. Students desirous of celebrating their birthdays or any special days etc. will do so in the Student's ante room / café during tea or lunch breaks. No permission needs to be obtained for the same.

45. **Substance Abuse.** Use or possession of tobacco items, alcohol, liquor, drugs etc is strictly prohibited. Defaulters may be asked to vacate the hostel without any warning and face disciplinary action. Legal action, where required, may also be initiated against students in possession of Alcohol or drugs.

46. **Firearms.** Students are strictly forbidden to bring/keep any firearms in Hostel premises or anywhere inside the campus.

47. **Reading of Notices.** All instructions / notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Students are advised to look at the notice board everyday once before classes commence and before dinner time to acquaint themselves with latest information / orders.

48. **Precautions against Fire.** Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostel. Burning / bursting of crackers, carrying of crackers to the rooms and lighting of lamps / candles are banned in and around the hostel premises throughout the year. Students must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any, before leaving their rooms. This is necessary to avoid any inadvertent fire. In case of fire, students must raise alarm, inform the hostel warden and take all possible steps to douse the fire.

49. **Rule Governing Visit of Males / Females to Hostels of Opposite Genders.** Entry of all males (except Male Officials/Workers specifically permitted by the Principal / Registrar/ Hostel Warden) is strictly forbidden inside Girls Hostel. Likewise, Women are not permitted

to enter the Boys Hostel except Woman Officials/Workers specifically permitted by the Principal / Registrar/ Hostel Warden.

50. **No Refund of Messing Charges.** Messing charges/Laundry Service Charges of students going on long leave / long absence of any type / teaching practice shall not be refunded.

51. **Mess Etiquettes.** All students will observe proper mess etiquettes in the dining hall, familiarize themselves with the correct use of cutlery / crockery, and observe table manners. Students will be properly dressed (No shorts / Sneakers / loose hair etc. permitted in the dining hall) and carry out their conversation in low voice so as not to disturb others. They will address the mess staff in polite manner and will not get in any argument with them. Any complaint should be reported to the Warden and entered in the Complaint / Suggestion Register. Abusing the mess staff or for any misbehavior with them will make the student liable for disciplinary action.

68. **Mess Rules.** All students dining in the hostel mess will abide by the rules & regulations of the mess prescribed from time to time. Students other than members of the Mess / Mess committee will not enter the kitchen. Students will not comply any mess staff for any personal work.

52. **Mess Timing.** Generally, the Meal timings shall be as under (unless changed and specified on Hostel Notice Board by the Hostel warden): -

Meal	Working Days	Holidays
Breakfast	0745-0845	0830-0930
Lunch	1300-1430	1330-1430
Dinner	2000-2100	2000-2100

53. **Surprise Check.** Principal / Registrar / Warden / Faculty In-charge may enter any room to check violation of any laid down rule / norms at any time of the day or night. Care will be taken that privacy of the student is respected and ensured during such visits.

54. **Untoward Incident.** Any unusual / untoward incident of any type will be reported by the students to the warden. If hidden facts came to light later, student will be liable for punishment.

**Place:** Greater Noida

**Principal AIE**

**Date:** 21 Jun 2021

**GIRLS HOSTEL**

**ARMY INSTITUTE OF EDUCATION**

Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306

**REGISTRATION FORM FOR HOSTEL ACCOMMODATION**  
**BATCH 2021-23**

Application Received on (to be filled in by the office) -----

<b>Registration Fee Particulars</b> DD No.----- Dated----- Bank on which the DD is drawn----- ----- Amount-----	Affix here a Passport Size Photograph of the Parent/ Guardian of the Student	Affix here a Passport Size Photograph of the Student
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To,

The Principal  
Army Institute of Education  
Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306

Madam,

Kindly register me for accommodation in the Army Institute of Education Girls Hostel. The particulars of my candidature are given below -

1. Name (in Block Letters)\_\_\_\_\_
2. Date of Birth\_\_\_\_\_
3. Educational Qualifications\_\_\_\_\_
4. Marital Status\_\_\_\_\_
5. Period for which accommodation is required: From-----To-----
6. Particulars of the Father/Husband
  - (a) Name\_\_\_\_\_
  - (b) Rank\_\_\_\_\_
  - (c) Service No.\_\_\_\_\_
  - (d) Present Posting (mention unit) \_\_\_\_\_
  - (e) Present Residential Address\_\_\_\_\_
  - \_\_\_\_\_Telephone No. \_\_\_\_\_
  - (f) Permanent Address\_\_\_\_\_
  - \_\_\_\_\_Telephone No\_\_\_\_\_

- (g) CDA(O) Account No./ PAO/ PPO No. \_\_\_\_\_
7. Particulars of the Local Guardian
- (a) Name \_\_\_\_\_
- (b) Age \_\_\_\_\_ (c) Gender \_\_\_\_\_
- (d) Occupation \_\_\_\_\_
- (e) Office Address \_\_\_\_\_  
\_\_\_\_\_ Telephone No. \_\_\_\_\_
- (f) Residential Address \_\_\_\_\_  
\_\_\_\_\_ Telephone No. \_\_\_\_\_
- (g) Relationship with the Student \_\_\_\_\_ - \_\_\_\_\_
8. Vegetarian/ Non Vegetarian \_\_\_\_\_
9. Any other Information \_\_\_\_\_  
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**DECLARATION BY THE STUDENT**

(a) I declare that all the particulars given above are true to the best of my knowledge and belief.

(b) I declare that I have carefully read the rules of the hostel and I promise to abide by them. I shall not plead ignorance of the rules and regulations that may be further notified from time to time.

(c) I declare that on admission to the hostel I shall submit myself to the disciplinary jurisdiction of the Disciplinary Committee / Principal/Warden of the Hostel and the other authorities who may be vested with the charge of exercising discipline.

Signature of the Student

**DECLARATION BY THE PARENT/ GUARDIAN**

(a) I declare that I have read the rules of the Hostel and I guarantee that my ward/ wife will abide by the rules and regulations of the Hostel.

(b) I undertake to make all payments of dues, which may occur against my ward/ wife from time to time.

Signature of the Parent/ Guardian  
Date.  
Name.  
Mob No.

**GIRLS HOSTEL**

**ARMY INSTITUTE OF EDUCATION**

**VISITORS TO THE HOSTEL**

I, \_\_\_\_\_ Father / Mother / Husband / Guardian of  
Miss/ Mrs. \_\_\_\_\_ have no objection in permitting my  
ward/wife to receive the following visitors.

S. No.	Name	Relationship	Tel. No.	Address
1.				
2.				
3.				
4.				
5.				

2. I also put on record that I have no objection in my daughter staying at the Local Guardian's place on a night out as per the provisions of the rules, which I have read.

Signature of the Parent/ Guardian

\_\_\_\_\_  
(For Office use only)

Recommended

Room No. recommended for allotment

Admit/Reject

**Warden**

**Principal AIE**

Plot M1, Pocket P-5, Sector-CHI  
AIE Campus, Greater NOIDA

**GIRLS HOSTEL**

**ARMY INSTITUTE OF EDUCATION**

**DECLARATION BY THE LOCAL GUARDIAN (LG)**

**Name:**

**Occupation:**

**Residence:**

**Contact Number:**

Passport size  
photograph of LG

1. I hereby solemnly declare that I have read all the rules of the Hostel and I undertake to take full responsibility of the student under reference applying for Hostel Accommodation.

3. I also undertake that in the absence of the Parents/ Guardian of the student mentioned above, I am ready to accept the entire responsibility of the student applying for Hostel.

Signature of the Parent/ Guardian

Signature of the Local Guardian

Date:

Date:

Place:

Place:

Telephone (O):  
(R):

Telephone(O):  
(R):



**GIRLS HOSTEL**

**ARMY INSTITUTE OF EDUCATION**

**AFFIDAVIT BY PARENT/GUARDIAN**

(To be furnished on a Non Judicial Stamp Paper worth Rs 10/-)

I, \_\_\_\_\_

S/o / D/o \_\_\_\_\_

resident of \_\_\_\_\_ -

hereby solemnly affirm and declare as under: -

1. That I have read and understood the rules of Army Institute of Education Hostel, Army Institute of Education, Plot M1, Pocket P-5, Sector-CHI, AIE campus, Greater NOIDA and I guarantee that my ward/wife Ms.-----  
-----will abide by the rules stated therein. I further undertake to make the payment of all the dues by the dates as specified from time to time.

2. I also hereby indemnify the Hostel Management from any responsibility or liability arising out of my daughter's/son's residence in the Hostel.

DEPONENT

**VERIFICATION**

Verified at \_\_\_\_\_

on this date the contents/ statements of this affidavit are true to my knowledge and belief.

Deponent

Identified by me-----

Advocate-----

Place:

Date:

**GIRLS HOSTEL**  
**ARMY INSTITUTE OF EDUCATION**  
**UNDERTAKING BY THE STUDENT**

1. I have read and understood the rules and regulations of the Girls Hostel, Army Institute of Education, Greater NOIDA and will abide by them. I also understand that in case of any violation of these rules or regulation I am liable to be subjected to disciplinary / penal action as recommended by the Institute disciplinary committee. The decision of the disciplinary committee once approved by the Principal AIE will be final.

Paste here your  
duly self-attested  
latest passport  
size photograph  
(4.5 x 3.5 cms)

2. The specific acts of discipline which I undertake to abide by are, in that,

(a) I will attend a minimum of 90% of classes in each subject. Under no circumstances my attendance per subject will be less than 80%. In case this happens action can be taken against me as per the GGSIPU legislation.

(b) I will not get involved in any act of ragging or ragging related indiscipline. In case found guilty of such an offence by the anti-ragging committee, I will be liable to be rusticated from the institute / university as deemed fit by the anti-ragging disciplinary committee. For any offence under the description of 'ragging' I am liable to be handed over to the police in accordance with the Court Orders on the subject.

(c) I will pay all Institute dues on time, in case I am not able to pay Institute dues on time I am liable to be fined in accordance with the Institute rules and as decided by the discipline committee.

(d) I will not get involved in any act which tarnishes the image of the Institute. This includes any act within or outside the campus.

(e) I will be most respectful to all members of the faculty. I understand that any act of disrespect to any of the faculty members is liable to attract stringent punishment. I will also respect the Institute staff and will not obstruct them in discharging their legitimate duties.

(f) I fully understand that I am liable to be expelled from the Hostel with 48 hrs notice, If the Institute authorities found me violating the Institutional and/ or hostel norms and on investigation the discipline committee finds me guilty of grave offence disturbing peace/harmony/discipline in the hostel or the campus.

(g) In case I am found to be in possession of or consuming any form of liquor/drugs/intoxicant or found drunk/intoxicated I am liable to be expelled from the hostel or/and Institute.

(h) I will always uphold the prestige and good name of the Institute.

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

Signature \_\_\_\_\_

Name..... Programme: .....

Batch: ..... University Enrolment No.....

**Father's Name** :.....Mobile No .....

E Mail id.....

Father's current Postal address:

Vill.....P.O.....Teh.....

Distt.....State.....Pin Code .....

**Mother's Name:** .....Mobile No .....

E Mail id .....

Mother's current Postal address:

Vill.....P.O.....Teh.....

Distt.....State.....Pin Code .....

If applicable, **Local Guardian's Name:**..... Mobile No.....

E Mail ID.....

Local Guardian's Postal address:

Vill.....P.O.....Teh.....

Distt.....State.....Pin Code .....



## **ARMY INSTITUTE OF EDUCATION**

Plot M-1, Pocket P-5, Sec. CHI, Greater NOIDA

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)  
NAAC ACCREDITED & ISO 9000:2015 CERTIFIED INSTITUTE

### **IMPORTANT COMMITTEES** **ACADEMIC SESSION 2021-22**

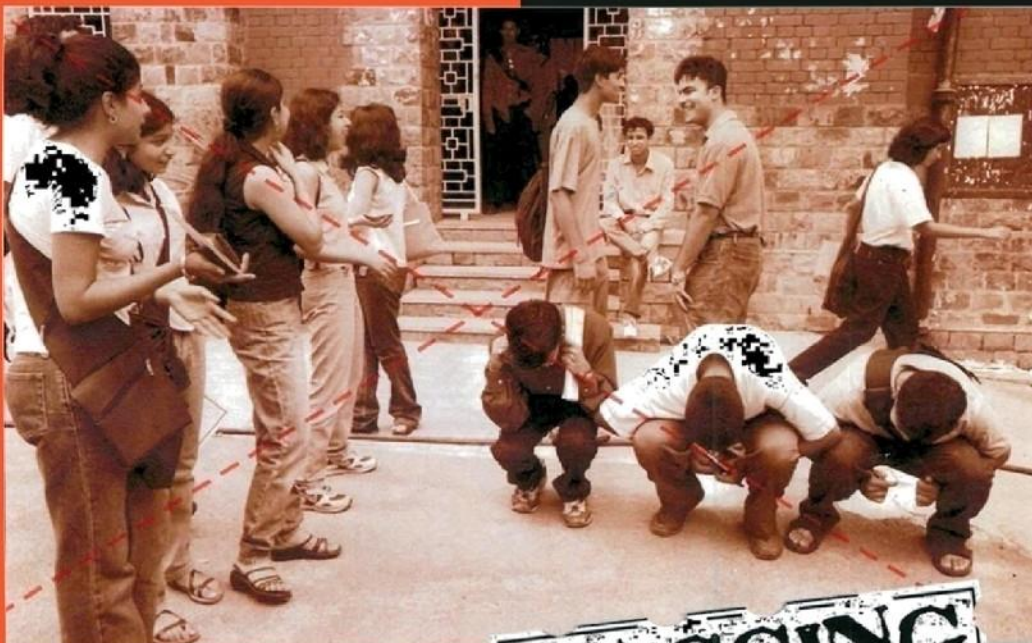
<b>Committee</b>	<b>Chairperson</b>	<b>Contact No</b>	<b>Convener</b>	<b>Contact No</b>
Anti-Ragging Committee	Principal AIE	0120-2343742	Ms Kriti Guleria Asst Prof AIE	9463793811
College Grievance Redressal Committee			Ms. Pratibha Garg Asst Prof AIE	9971199021
Internal Complaint Committee			Dr Babita Bhardwaj Asst Prof AIE	9868218513
Hostel Committee			Dr Saloni Goel Asst Prof AIE	9971366122
Internal Committee for Students with Disabilities in Institute			Dr Saloni Goel Asst Prof AIE	9971366122
Institute Disciplinary Committee	Registrar & Head of Administration	0120-2343471	Dr Babita Bhardwaj Asst Prof AIE	9868218513

**ANTI-RAGGING HELPLINE NOS:**

**0120-2343742/41, 9463793811**



# DON'T RAG, JUST INTERACT



Visit UGC website i.e.  
[www.ugc.ac.in](http://www.ugc.ac.in) &  
[www.antiragging.in](http://www.antiragging.in) to  
see UGC Anti Ragging  
Regulations

## Are you being ragged ?

Immediately call UGC Anti Ragging Helpline  
1800-180-5522 (24X7 Toll Free)  
Or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

Issued in public interest by:  
Ministry of Human Resource Development  
Department of Higher Education  
Government of India

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PUNISHABLE**

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVT. OF INDIA



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
quality higher education for all

# Foolishly I ragged & got suspended

Will I get  
prosecuted?

What about my  
Job prospects?



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R\*G\*IN\*

App

## MY FUTURE IS A BIG



*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

Are You Being Ragged ?

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Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVERNMENT OF INDIA



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
quality higher education for all



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THINK OF RAGGING**

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RAGGIN\***  
App



**THINK OF**

**Humiliation**

**Suspension**

**Ruined Career**

**Blacklisting**

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*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

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Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVERNMENT OF INDIA



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