

Application Form - Hostel Allotment

To

The Dean Academics,
Kalpana Chawla Govt. Medical College,
Karnal.

Sub:- Application for allotment of room in boys/girls *(please tick)* hostel, KCGMC.

Sir/Madam,

I _____ *(Name of student)* S/o / D/o Sh. _____ have taken admission in MBBS course at KCGMC, Karnal and have also deposited the requisite hostel fees. I request you to kindly allot me a room in the hostel. I have read and understood all the hostel rules and regulations and fully agree to abide by them in letter and spirit. I undertake that as and when I will be asked to shift the room, I will shift the same immediately.

Endorsement by parent/ Guardian

Signature of student with date

Signature:-

Name :-

Relationship with student:-.

Address and Phone no.

For office use only

Check list for documents :-

Sr. no.	Name of the document	Submitted Yes/No
1.	Application form signed by Student and parent/Guardian	
2.	Declaration form for hostel rules signed by parent/guardian along with self attested ID proof of visitors for which permission is sought in the hostel.	
3.	02 passport size color photos with students name	
4.	Self attested copy of hostel fee deposit receipt	

Checked by Hostel Staff:- _____
(Signature)

Verified by Dy. Supdt:- _____
(Dean Academics) (Signature)

Allotted room no. _____

Signature of Hostel Warden/Assistant Warden _____

DECLARATION FORM FOR HOSTELS RULES & REGULATIONS, KCGMC, KARNAL

NOTE-PLEASE READ CAREFULLY BEFORE SIGNING

1. Room once allotted SHALL NOT BE CHANGED under any circumstance. However the offices of the Dean Academics and the respective Hostel Warden reserve the right to change the allotment at any point without assigning any reason whatsoever. In such cases, the room must be vacated within 24 hours of the issuance of the said order.
2. Exchange of allotted room with any other hostel inmate is not allowed.
3. Request for re-allotment of room shall not be considered before 06 months and that too in those cases where valid reason is given for the same. The offices of the Dean Academics / Hostel Warden have full authority to reject the same.
4. There will be re-allotment of rooms every year for all students as per hostel rules.
5. The room will be allotted in the hostel on twin sharing basis.
6. **At the time of taking possession, the student should carefully check all the inventory items being handed over to him/her and in case anything is found missing/defective, then the same should be reported immediately to the hostel staff. At the time of shifting/ vacating the room inventory items would be checked by the hostel staff and any deficiency found in any of the items would be recovered from the concerned students.**
7. Students are not allowed to keep any type of motor vehicle in and around the hostel area. However they are allowed to keep and use bicycles in the campus. If at any point any scooter/ bike / car etc is found in the hostel area then it shall be confiscated and action shall be taken.
8. In case a student wishes to leave the hostel accommodation midsession and wants to reside in the city (within MC limit), prior permission has to be taken from the Director, KCGMC, Karnal by that student along with a valid reason".
9. **The responsibility of proper maintenance of the allotted room shall be entirely on the student. He/she shall not deface the walls, break /damage any electrical fitting & furniture items in the room or modify the internal structure of the room in any way. If at any stage, it is found that hostel property in the allotted room has been damaged, then recovery of financial penalty shall be in forced on the official allottee.**
10. Smoking, alcohol and consumption of any addictive drug/substance of abuse in hostel is strictly prohibited and will invite exemplary action.
11. Use of abusive language, aggressive/Violent behaviour with either the hostel staff or the fellow hostel residents is prohibited. The student shall not indulge in ragging of junior students.
12. Use of electronic items such as loud speakers, heaters, immersion rods, A.C, refrigerator etc in hostel are prohibited, unless permitted by authorities on special grounds.
13. Except for the allottee, no other person/friend/outsider/family member etc of the candidate will be allowed to enter and/or stay in the hostel room.
14. In case a family member/acquaintance of the student wishes to meet him/her in the hostel, then prior intimation about the same has to be given to the office of the respective hostel Warden. This meeting shall be permitted only in the designated "visitor room" in the hostel.
15. Basic furniture items shall be provided by the hostel authorities. However no extra personal furniture is allowed.
16. Organizing any kind of party/celebration in hostel premises without prior information and permission from the respective hostel Wardens is strictly prohibited.
17. Joining the HOSTEL MESS IS COMPULSORY. It shall be the responsibility of the student to follow all the rules of the hostel mess and also to ensure timely payment of all hostel/ mess dues as decided from time to time.
18. Official hostel timings shall be strictly followed.
19. If a student is not staying in his/her hostel during night time or for more than 24 hours, then prior permission must be obtained on the prescribed "Hostel Leave Application" Performa from office of their respective hostel Warden. Please allow the following visitor(s) to visit the student in the hostel. (**Submit copy of ID proof of visitors**).

Visitor-1

Name
Signature
Relation with student
Complete Address with Mob no.

Visitor-2

Name
Signature
Relation with student
Complete Address with Mob no.

I, solemnly declare that I have read and understood the above rules and regulations and fully agree to abide by them. In case of non compliance of any of the above rules, I am liable to be suspended/expelled from hostel and will also be subject to strict disciplinary action as deemed fit by the authorities.

Paste recent passport size
colour photograph of
student here

Signature of student

Name :

Mob no.

Address:

I solemnly declare that I have read and understood the above rules and regulations. I shall extend my full cooperation to the authorities and will ensure that my ward follows all these rules in letter and spirit. I also understand and agree that breach of any of the above rule by my ward, will invite strict action by concerned authorities and the same will be acceptable to me.

Signature of parent/Guardian

Name

Address



OFFICE OF DEAN ACADEMIC
KALPANA CHAWLA GOVT. MEDICAL COLLEGE, KARNAL

KCGMC/Dean /2025/ 118

Dated: 16/9/2025

OFFICE ORDER

Due to limited availability of hostel rooms, the allotment of rooms in hostels of Kalpana Chawla Govt. Medical College, Karnal to 1st Year MBBS students for the year 2025-26 will be done in the following order:-

1. The first priority will be given to Person with benchmark disabilities (PWBD) candidate whether belongs to Karnal or outside from Karnal.
2. The second priority will be given who is from All India Quota (Outside District Karnal).
3. The third priority will be given who is from State Quota (Outside District Karnal).
4. The fourth priority will be given who is All India Quota and after that State Quota (within District Karnal).

All the allotment of rooms will be done on the basis of merit of NEET within the above mentioned category.

Sd/-
Director
Kalpana Chawla Govt. Medical College,
Karnal.

Endst:- No. KCGMC/Dean/2025/ 119 - 122 Dated 16/9/2025

A copy of the above is forwarded to the following for information and necessary action:-

1. Dean Academics KCGMC, Karnal.
2. Warden, Boys Hostel, KCGMC, Karnal.
3. Warden, Girls Hostel, KCGMC, Karnal.
4. Incharge Accounts Branch, KCGMC, Karnal.


Deputy Superintendent
Office of Dean Academics
Kalpana Chawla Govt. Medical College,
Karnal.