



Guidelines for availing Hostel Facility

1. Preliminary Guidelines

- 1.1 Read carefully all the Guidelines for availing hostel facility and other information provided in the Admission Prospectus and supplements (if any) before applying for hostel facility of the KLR INSTITUTIONS.
- 1.2 A candidate must check the availability of the Hostel from the Counseling and Admission Department, before opting for the same.
- 1.2 (a) For applying for hostel facility, following duly filled in Forms signed by the candidate are to be submitted along with the Application Forms for admission, made available in the Admission Prospectus and at the web portal WWW.KLR.AC.IN as under:
 - (i) Form - G (Undertaking Form for Hostel Facility)
 - (ii) Format of Medical Certificate (in original)
- 1.2 (b) Format of Medical Certificate, to be obtained from the Counseling and Admission Department and/or the web portal is to be submitted by candidate along with other essential documents at the time of admission
- 1.3 A candidate shall be himself responsible to obtain, read and understand the Admission Prospectus with supplements/amendments (if any) and further to keep himself informed for the latest updates, clarification, rectification, amendment etc., that the management may provide from time to time, by referring either to the Notice Board of the Counseling and Admission Department at the Campus or to the web portal www.klr.ac.in.
- 1.4 A candidate, once admitted, as a student of KLR INSTITUTIONS shall abide by all the provisions of the KLR INSTITUTIONS and Govt. Statutes, Ordinances, Regulations, Rules, Orders, Instructions, Information, Guidelines, Manuals, Code, Circulars etc. in force and as amended from time to time (hereinafter jointly referred to as "the Provisions") of and/or framed by the KLR INSTITUTIONS and Sponsoring Trust and their Institutes, Schools, Departments, Divisions, Centres, other constituent units, establishments and facilities including hostels, transportation etc. and concerned authorities, officers, assigns and employees (hereinafter referred to as "the University").
- 1.5 KLR INSTITUTIONS will be at liberty to impose any penalty or any disciplinary action(s) on the student being found guilty of, any sort of misconduct or indiscipline or disobedience or malpractice within or outside the precincts of the Institution, or any act which is detrimental to the interest of the Institution. The Management, in such case, may discontinue his/her programme and stay in the Institution and he/she shall not be entitled for any refund of admission fee, hostel fee, bus fee and any other fee / charges paid to the Institution and he/she shall also be liable to pay the pending fee, dues, penalty, etc.
- 1.6 KLR INSTITUTIONS reserve the right to frame, amend, revoke and repeal the Provisions and to provide and/or withdraw any facility at any time at its discretion.
- 1.7 KLR INSTITUTIONS may make mandatory the submission of any certificate or document of the students before or at the time of allotment of hostel or afterwards, for the purpose of allotment or otherwise, as decided by the Management.
- 1.8 KLR INSTITUTIONS reserves the right to amend or rescind any matter provided in the Admission Prospectus and other related documents at any point of time, as deem necessary without notice or assigning any reason. For any clarification/dispute, the decision of the Chairman of the Institution shall be final and binding on all concerned.
- 1.9 Anything which has not been expressly provided for and for the interpretation of any clause of the Admission Prospectus and for any matter related to the admissions, the decision of the Chairman of the Institution shall be final and binding on all concerned.
- 1.10 Any amendment in the Guidelines may be put on the notice board of Counseling and Admission Department or the Web Portal (www.klr.ac.in) and no separate intimation will be provided.
- 1.11 Any error(s) or omission(s) is/are to be exempted.
- 1.12 The terms "he", "him" and "his" include the feminine gender also.

2. Allotment of Hostel

- 2.1 Admissions in hostel is on annual basis and open to all admitted students.
- 2.2 Hostel facility will be optional for all students
- 2.4 All rights of admission to the hostel are reserved with the management and can be denied to any student. No student shall be entitled to claim this facility as a matter of right.
- 2.5 A candidate can seek admission to the hostel, by filling the Undertaking Form for Hostel Facility, after getting admission to a programme of KLR INSTITUTIONS and will have to deposit the prescribed hostel fee and other incidental charges forthwith.
- 2.6 As the number of seats in the hostels are limited, the admission to the hostels will be on *First Come First Serve* basis, subject to the condition that the students from distant places or admitted for a particular programme or any other category, as decided by MANAGEMENT, may be given preference for hostel accommodation.
- 2.7 The location of the hostels, floor and room pattern are subject to change from time to time.
- 2.8 Hostel facility will be provided till the end of the regular academic session. For availing hostel facility after the end of academic session including regular exams, additional proportionate hostel fee will have to be paid by the student, subject to the availability of hostel facility.

3. Provisional Registration

- 3.1 Provisional registration is compulsory for availing the hostel facility.
- 3.2 Amount paid (to be paid) for provisional registration, shall be a part of the annual hostel fee of the first year.
- 3.3 Any candidate, if desires, may deposit the entire first year hostel fee at the time of provisional registration for the hostel.
- 3.4 Candidates applying for all programmes, except programmes with admission criteria of Entrance test/GD/Interview, will be required to pay Rs. 10,000/- at the time of submission of the Form – G (Undertaking Form for Hostel Facility).
- 3.5 Demand draft or Pay Order in favour of the concerned KLR INSTITUTION, Payable At Kothagudem / Paloncha

3.6 Provisionally registered candidates for hostel facility will have to deposit the annual hostel fee within one week after the close of Provisional Registration and candidates enrolling for programme having Entrance Test/GD/Interview as admission criteria will have to pay the full hostel fee after the display of the merit by the stipulated date for payment of tuition fee.

4. Payment of Hostel fee

4.1 Refer to the separate head '**Hostel Fee**' for the details of hostel fee.

4.2 Candidates whose name appears in the merit list

- (a) who have already paid for provisional registration at the time of submission of Form-G (Undertaking Form for Hostel Facility), will have to deposit the balance of the first year hostel fee (i.e. total first year hostel fee – amount paid for provisional registration) within three days after the display of the merit list.
- (b) who have not paid for provisional registration at the time of submission of Form-G (Undertaking Form for Hostel Facility), will have to deposit the entire first year hostel fee within three days after the display of the merit list.
- (c) who have already deposited the entire first year hostel fee at the time of provisional registration, need not to pay at the time of hostel allotment.

4.3 Candidates allotted seat other than on merit basis (i.e. vacant seats filled on *First cum First Serve* basis), if any, will have to deposit the entire first year hostel fee at the time of allotment of seat.

4.4 Hostel fee must be deposited by the stipulated date, failing which the hostel allotted may be declared as vacant and the hostel will be offered to the next candidate in the waiting list. No correspondence or appeal in this regard will be entertained.

5. Refund Policy

5.1 In case of cancellation of admission to programme due to non-fulfillment of the prescribed eligibility & admission criteria

- (a) A candidate, who could not qualify the prescribed eligibility examination, can apply on cancellation of his admission for the refund within one week after the close of Provisional Registration.
- (b) A candidate, whose name could not appear in the merit for admission to a specific programme of the KLR INSTITUTIONS, can apply for refund within one week after the display of the merit list.
- (c) In the above cases (a) & (b), the amount already deposited by the candidate on account of the first year hostel fee, if any, after deduction of Rs. 2500/- as Processing and Handling Fee may be refunded.

5.2 In case of withdrawal of Hostel facility

- (a) In case a candidate withdraws from availing the hostel facility before the start of session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission,, the total amount deposited by the candidate on account of hostel fee after deduction of 50% of the Provisional Hostel Registration Charges i.e. Rs. 5,000/- may be refunded.
- (b) In case a candidate withdraws within two weeks after start of the session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount already deposited by the candidate on account of first year hostel fee, after a deduction of Rs. Rs. 10,000/- as payment for provisional registration may be refunded.

5.3 In case of non-availability of Hostel

The amount already deposited by the candidate on account of the first year hostel fee, if any, may be refunded.

5.4 Procedure of refund

- (a) Application Form for refund can be obtained from the Counseling and Admission Department at the Campus.
- (b) Complete Application Form for refund is to be submitted to Coordinator (Refund), Counseling and Admission Department, KLR INSTITUTIONS.
- (c) Refund will be made only after the candidate has surrendered the original fee receipt, ID card (if already issued) and any other document as required by KLR INSTITUTIONS at the time of refund.
- (d) After the start of the session, no application for refund will be entertained, except as provided under earlier clauses under the Refund Policy.
- (e) A candidate admitted to the programme of KLR INSTITUTIONS, by default, who in fact has been found ineligible or unfit later on, his admission shall be cancelled and such a candidate will not be entitled for the refund of any fee or any other compensation by KLR INSTITUTIONS.
- (f) If in any case, the candidate has knowingly or willfully concealed or suppressed any information /fact or found impersonating a candidate or found using any fraudulent means for getting the admission, which renders him/her ineligible for the admission, the candidature of such a candidate shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the management and/or as per the law of land. Such a candidate will not be entitled for the refund of any fees or any other compensation by the Institution.
- (g) Refund, if any, will be made through the account payee cheque only.
- (h) In case the management decides to withdraw any programme, then the total amount deposited by the candidate will be refundable, after the decision of withdrawal of the programme.

6. Conditions of residence

6.1 The Institution may provide the residential accommodation, at its own or through any other arrangement, in and outside the campus.

6.2 Unless otherwise provided, a student, once admitted to the hostel, shall retain the hostel accommodation for the full academic session (i.e. one year) and if due to any reason he leaves the hostel during the academic session, he shall be liable to pay the hostel fee and other charges for full academic year. A student cannot stop paying the hostel fee and other charges on the plea that he/she has stopped residing in the hostel.

6.3 All the students residing in the hostels shall faithfully carry out the instructions issued by the hostel authorities and the management from time to time.

6.4 The Institution may discontinue the stay of a hosteller in the hostel and/or Institution, if any of the statements made by him are found to be incorrect and he shall be liable to such other disciplinary action and/or penalty as may be decided by Institution, notwithstanding legal action under the law of the land. In such case, the fee deposited by the hosteller shall be forfeited.

6.5 Ragging/indiscipline/misbehavior/hooliganism etc. are strictly prohibited in the Institution. Any hosteller found guilty of indulging in or abetting ragging/indiscipline/ misbehavior/hooliganism etc. shall be liable to face any strict disciplinary action including the expulsion/rustication from the hostel and/or Institution and any other legal action under the law of land.

- 6.6 Any hosteller shall not possess, use or deal or abet the use of any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials or anything which are barred by the Institution and the law.
- 6.7 Any hosteller shall not possess, use or abet the use of any kind of weapons including sticks, rods, guns, swords, etc. and any kind of firework, crackers or any other explosives or anything which are barred by the Institution and/or the law.
- 6.8 Every hosteller shall be liable, to pay for any damage caused by me to the property of the hostel or otherwise either alone or jointly with others and, to face any disciplinary action.
- 6.9 Any hosteller shall not make any attempt to, commit suicide or abetting or inciting any other person to commit suicide or anything prohibited by law and shall not also give any sort of threats of committing suicide or likewise and on being found guilty of the aforesaid action, he/she himself/herself shall be responsible for any consequences under law and the expulsion/rustication from the hostel and/or Institution and any other legal action under the law of land. The authorities of the Institution and/or the hostel or any employee or person of Institution shall not be responsible for the same.
- 6.10 Every hosteller shall be himself responsible to take care of his personal belongings in the hostel and in case of any loss of or damage to such personal belongings; the Institution and the hostel authorities will not be responsible for any kind of compensation or otherwise.
- 6.11 Any hosteller shall not allow any unauthorized person to enter or stay in his room.
- 6.12 Every hosteller, in case of falling sick or any sort of infections, diseases or personal injury or otherwise, shall inform the hostel authorities and his parents instantly; and shall be liable to pay for any expenditure incurred by the Institution and/or hostel authorities on his treatment for any illness or disease or personal injury or otherwise due to any reason during his stay in the hostel.
- 6.13 Every hosteller shall himself take precautions against insect-bites, snake- bites, animal-bites and such other infections and diseases and shall carry the first aid kits every time and the hostel authorities and/or the Institution shall not be liable for such infections and diseases.
- 6.14 Any hosteller shall not misuse electricity by using electrical gadgets like irons, heaters, audio players, juicers etc.
- 6.15 Parking of vehicles (if allowed) in the hostel will be at the own risk of the hostellers and in case of any loss of personal belongings; loss or damage to the vehicle or parts /accessories of the vehicles, the hostel authorities and/or the Institution shall not be responsible for any type of compensation.
- 6.16 Every hosteller shall make the required adjustments for his accommodation in the hostel as per the specific requirements of the hostel authorities and/or the Institution for a specific time period due to any reason, whatever it may be.
- 6.17 The hostel authorities and the Management shall be entitled to carry out the inspection of the rooms, bags, almirahs or any other personal belongings of the hostellers at any time during day and/or night.
- 6.18 Any hosteller shall not absent himself from the hostel without permission of the hostel authorities at any time.
- 6.19 Wardens shall have the right to deny entry to any visitor into their respective hostels.

7. Hostel Facilities

- 7.1 Various hostel facilities are available for the students including the following:
 - (a) Separate hostel facility for boys and girls within / outside the campus*
 - (b) Semi furnished rooms with attached washrooms
 - (c) Air cooler facility within the rooms of hostel
 - (d) Arrangement for 24 hrs. uninterrupted power supply through dedicated hotlines
 - (e) Internet facility on payment basis
 - (f) Hot water in winters (scheduled timings)
 - (g) Facilities for indoor and outdoor games
 - (h) Campus clinic with ambulance to provide medical assistance to students
 - (i) Hygienic mess facility.
 - (j) Two wheelers may be allowed for hostel residents after approval from authorities (Four wheelers are strictly prohibited)
 - (k) 24 hours security
 - (l) Laundry facility (optional on payment basis)
- 7.2 Availability of the hostel facilities may vary with respect to the type of hostel availed.

8. Hostel fee

- 8.1 Hostel fee shall include the fee for accommodation and meals; and the electricity charges will be as per actual.
- 8.2 Details of hostel fee

Hostel type	Hostel fee (per academic session)
Two Seater	Rs. 35,000/-
Three Seater	Rs. 30,000/-
Four Seater	Rs. 28,000/-
Five Seater	Rs. 27,000/-
Six Seater	Rs. 26,000/-
Dormitory*	Rs. 25,000/-
*(without attached washrooms/outside campus)	
- 8.3 All type of hostel fee and charges and the various facilities as prescribed by the University are subject to revision/change from time to time.
- 8.4 Subject to minimum Rs. 8,000-15,000 yearly increment depending upon the pattern of the room.