

## CIRCULAR

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It has come to the notice of the undersigned that many P.G. students find difficulties in the routine Hostel procedure to be followed in N.M. College of Agriculture, NAU., Navsari. In this context, all P.G. students doing various degree programmes are hereby instructed to follow the below given guidelines while registration of Hostel as well as routine Hostel procedure.

### **At the entry level (First Semester)**

1. The students when admitted for P.G. studies in Agriculture faculty, they should collect Hostel related prescribed forms from the Assistant Rector of concern hostel of N.M. College of Agriculture, NAU., Navsari.
2. The students will submit the '**Application for PG Hostel Accommodation**' carefully filled in all respect within prescribed format through their Major Guide/Head of Department (If, Major guide is not allotted). The major guide / Head of Department will verify all the details critically and countersign the documents. The concern student will submit the same form to the Assistant Rector of concern hostel. Assistant rector will allot the room as per availability of rooms only on first cum first basis.
3. Hostel admitted student will have to fill up '**Hostel Inventory Form**' carefully in all respect within prescribed format and take the necessary signatures on the forms. Concern student will submit the same form within 15 days after admission to the Care Taker of concern hostel. Care taker will submit the same form to the Assistant Rector of concern hostel. Defaulter's hostel admission will liable to cancel at any moment of the semester.
4. Simultaneously, student will have to take possession of room from the care taker in consultation with Assistant Rector of concern hostel. Then student will fill up the '**General Undertaking Form**' as per Regulation for Hostel and its Management and Regulation for Discipline and Conduct for the student (This information can be collected from NAU website in circular section as well as Assistant Rector of concern hostel). Student while filling '**General Undertaking Form**', they should fill up all the details critically and take the necessary signatures. The concern student will submit the same form within 15 days of admission to Assistant Rector of concern hostel. Defaulter's hostel admission will liable to cancel at any moment of the semester.
5. Those student will bear the vehicle (Two wheeler/Four wheeler) should fill the '**Vehicle Undertaking**' in prescribed format to the Assistant Rector of concern hostel. Defaulter hostel admission will liable to cancel at any moment of the Degree.
6. Those students need to reside at outside PG Hostel should submit the '**Application for Resident at Outside PG Hostel**' in prescribed format only. **Illegal stay at PG Hostel will liable to cancel his/her PG Registration.**
7. Utmost care to be taken by PG students in filling the various hostel related forms, particularly with respect to their name, registration number, room number, block name, working mobile number, signatures of various authorities on prescribed form, etc.

8. All students are instructed to check the notice board/University website regularly to avoid failure in academic requirements.

**At the subsequent semester (Second Semester onward)**

1. These instructions are applicable to all PG students (Old/Newly admitted students).
2. Student will collect the necessary forms well in advance from Assistant Rector of concern hostel, N.M. College of Agriculture, NAU, Navsari.
3. The Major Guide/HOD will approve various Hostel Management forms in only prescribed format in a respective semester. The filled forms should be immediately deposited to Assistant Rector of concern hostel, N.M. College of Agriculture, Navsari.
4. All PG students will have to deposit their hostel fees as approved by the Principal, NMCA., NAU., Navsari at the time of registration of concern semester with utmost care.
5. The filled forms in all respect invariably submitted to the Assistant Rector of concern hostel at the time of hostel registration during respective semester.
6. In case the student does not complete his/her study in prescribed semesters of respective degree programme, and if he/she requires one or more semester extension for hostel residence, needs to submit the application with the recommendation of his/her major Guide. An application filled in all respect with proper justification and signed by his/her major Guide must be submitted to Assistant Rector of concern hostel for approval of extension. Considering the recommendation of his/her major Guide and as per Hostel management Rules Regulation semester extension will be granted by the Rector, College Hostel, NMCA, NAU., Navsari. Illegal stay at hostel will be liable to penalized.
7. At the time of submission of Thesis/Dissertation (*Kaccha* Bound) to the NAU; Navsari, concern student has to vacate the room and he/she has to make applications in prescribed format and he/she has to take “**No Due Certificate (*Kaccha/Pakka bound*)**’ from the Assistant Rector of concern hostel, NMCA, NAU., Navsari.
8. Following hostel related forms are available with Assistant Rector of PG Hostel as well as the same forms can be downloaded from the NMCA, home page on NAU website ([www.nau.in](http://www.nau.in)).

The aforementioned applications and forms have been already approved from the Principal, N.M. College of Agriculture, NAU., Navsari for smooth running of PG hostel related activities.

**Enclosures:**

1. Application for PG Hostel Accommodation
2. Hostel Inventory Form
3. General Undertaking Form
4. Vehicle Undertaking Form
5. Application for Residence at Outside PG Hostel
6. Application for No DUE certificate (*Kaccha* Bound) along with Appendix-A
7. No Due Certificate (*Kaccha* bound)
8. Application for No DUE certificate (*Pakka* Bound)

9. No Due Certificate (*Pakka* bound)
10. Application for opening of Bank Account
11. Application for Hostel Resident Certificate
12. Application for Reimbursement of Food Deposit

**NO: NAU/College Hostel/251-71/2017**  
**Navsari. Date: 18/07/2017**

**Sd/-**  
**Rector**  
**College Hostel**  
**N.M. College of Agriculture**  
**NAU, Navsari**

**Copy FWRs to (Through NAU website):**

1. The Director of Research & Dean PG Studies, NAU., Navsari for information please.
2. The Principal, N.M. College of Agriculture, NAU., Navsari for information please.
3. All HOD, N.M. College of Agriculture, NAU., Navsari for information please.
4. Dr. R.M. Pankhaniya, PG Academic In-charge, Dept. of Agronomy, N.M. College of Agriculture, NAU., Navsari for information please.
5. Dr. C.U. Shinde, Assistant Rector (PG Boys Hostel), N.M. College of Agriculture, NAU., Navsari for information and make the necessary arrangement for implementation of the same in co-ordination with the Rector.
6. Dr. Priti Faldu, Assistant Rector (PG Girls Hostel), N.M. College of Agriculture, NAU., Navsari for information and make the necessary arrangement for implementation of the same in co-ordination with the Rector.

**Copy to :**

1. Notice Board, N.M. College of Agriculture, NAU., Navsari for information please.
2. PG Hostel (Boys/Girls), College Hostel, N.M. College of Agriculture, Navsari for information to all P.G. students residing in the concern hostel for implementation of the same.

## Application for PG Hostel Accommodation

Navsari, Date:     /     /20

To,  
The Rector  
College Hostel,  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Request to allot room in P.G. Hostel..... Regarding

Respected Sir,

I have secured admission at N.M. College of Agriculture, Navsari for M.Sc./M.Sc. (Agri.)/ Ph.D. Degree course during this year .....in ..... Semester. I am furnishing below mentioned information as desired by the college for hostel accommodation. Therefore, kindly allot me the room in P.G. hostel.

Name: \_\_\_\_\_

Permanent full address: \_\_\_\_\_

Telephone No.: STD Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mobile: \_\_\_\_\_ E mail: \_\_\_\_\_ Blood Group: \_\_\_\_\_

**Details of fees paid (Enclosed a photocopy of the Receipt & Admission Memo)**

Semester in which admission secured: \_\_\_\_\_

Hostel fee receipt No and Date: \_\_\_\_\_

Electricity deposit receipt No and Date: \_\_\_\_\_

Mess deposit receipt No and Date: \_\_\_\_\_

**UNDERTAKING**

I hereby give an undertaking that I will follow all rules and regulations of the hostel. I am abiding to face disciplinary action including even cancellation of my college admission if I will found faulty under hostel management rules.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

Countersigned by Major Guide/HOD with name

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**For office use only**

Permitted / Not permitted

Name of Hostel: New P.G. Boys/ Old P.G. Boys /Girls Hostel

Allotted Block Name: \_\_\_\_\_ Allotted Room No: \_\_\_\_\_

Assistant Rector

Rector

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]

**COLLEGE HOSTEL**  
**N.M. College of Agriculture, NAU, Navsari – 396450 (Gujarat)**

**Hostel Inventory Form**

**Hostel: New P.G./ Old PG Boys Hostel/Girls Hostel**

**Room No.:** \_\_\_\_\_

**Block:** \_\_\_\_\_

Sr. No.	Full Name	Semester	Permanent Address	Phone number
				(M) (R) Vehicle Number*
				(M) (R) Vehicle Number*
				(M) (R) Vehicle Number*

**LIST OF FURNITURE AND FIXTURE IN THE ROOM**

Sr. No.	Item	Nos.	Sr. No.	Item	Nos.
1.	Fan		8.	Chair plastic	
2.	Tube light		9.	Store well	
3.	Table steel		10.	Bulb (CFL/LED/other)	
4.	Table wooden		11.	Cupboard Plastic	
5.	Bookcase wooden		12.	Bed	
6.	Chair steel		13.		
7.	Chair wooden		14.		

\* Vehicle bearer should submit the vehicle undertaking to the hostel management separately in prescribed format.

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

Signature of students

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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**For Office Use Only**

Signature of Care Taker

Signature of Assistant Rector

Signature of Rector

[This form is submitted to the Care Taker of concern PG Hostel, NMCA, NAU., Navsari]

**COLLEGE HOSTEL**  
**N.M. COLLEGE OF AGRICULTURE, NAU, NAVSARI – 396450**  
**(GUJARAT)**

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**New P.G./ Old PG Boys Hostel/Girls Hostel**

**General Undertaking Form**

I            Mr/Ms.....resident            of  
..... state of India having working Mobile No.....admitted in  
M.Sc. (Agri.)/ M.Sc./ Ph.D. Degree in the discipline of .....  
Reg. No..... at Navsari Agricultural University, Navsari during the academic  
year ..... hereby declare the undertaking to the Hostel Management  
authority.

1. I have read the regulation for Hostel and its Management and Regulation for Discipline and Conduct for the student in Navsari Agricultural University, Navsari (Gujarat) and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in future.
2. I shall never indulge myself directly or indirectly in any type of Ragging activity.
3. I will not get involved in any Press matter/Union/Group/Forum formation in Hostel/College to challenge the NAU, Navsari authority.
4. I will not involve in any confrontation/fight/quarrel/indiscipline activity in the hostel and in the University.
5. I shall pay the accommodation charges, mess bill and other related charges up to the specified dates. If I fail to do so, I will abide by the rules and regulations about penalty.
6. I will follow all the directions given time to time by Hostel authority during my stay in hostel.
7. I understand that the decision of the Hostel administration in any of the above matters/issues will be binding on me and I shall fully respect the same.
8. In case, I fail to maintain candidature as per aforementioned rules and Regulations for Post Graduates studies requirement, hostel management of NAU., Navsari have the right to cancel my hostel admission at any point.
9. I know that concealing such information is indiscipline under Common Academic Rules for Post Graduate studies in SAU's of Gujarat and my P.G. registration is liable to cancel.

Place: Navsari

Date:    /    /20

Signature of student

Signature of Major Advisor/ Professor and Head  
(With Designation & Name)

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]

**COLLEGE HOSTEL**  
**N.M. College of Agriculture, NAU, Navsari – 396450 (Gujarat)**

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**Vehicle Undertaking Form**

**Hostel: New P.G./ Old PG Boys Hostel/Girls Hostel**

I Mr/Ms.....resident of  
..... state of India having working Mobile  
No.....admitted in M.Sc. (Agri.)/ M.Sc./ Ph.D. in the discipline of  
..... Reg. No..... at Navsari Agricultural  
University, Navsari during the academic year ..... hereby declare the  
undertaking to the Hostel Management authority pertaining to the possession of  
Vehicle in NAU campus. I am rightful owner and user of the following vehicle in  
and outside the NAU Campus agree to abide by the following Campus Vehicle  
rules:

**Details of Vehicle:**

Vehicle Type: Two/Four wheeler/Any other type (Mention type: \_\_\_\_\_)

Make (Manufacturer): \_\_\_\_\_ Model: \_\_\_\_\_

Registration Number: \_\_\_\_\_

1. I have a valid Indian Union driving license Number:  
\_\_\_\_\_, Expiry date: \_\_\_\_\_ and  
Year:\_\_\_\_\_ Issued by RTO: \_\_\_\_\_for  
the class of vehicle that I own and use inside and outside NAU, Navsari.
2. I own a standard crash helmet (applicable to two wheeler owners) and agree  
to use it as prescribed in the Law whenever driving a vehicle.
3. I agree to wear seat belts (applicable for four wheeler users) while driving as  
prescribed by the law.
4. My vehicle has a valid insurance as required by the Law.
5. My parents/legal guardian is fully aware that I own the above vehicle/s and  
have permitted me to use the vehicle/s at NAU., Navsari at my own risk.
6. I agree to drive very cautiously inside the campus and not to exceed a speed  
of 40 Kms Per Hour while driving inside the campus.

**PTO**

7. I agree to park my vehicle in an orderly manner in the designated parking area of my hostel.
8. I agree to report to the hostel authorities, even the smallest of accidents/mishaps involving my registered vehicle.
9. I will strictly maintain seating capacity of my vehicle category while carrying pillion riders/ passengers as lawfully permitted for my vehicle category.
10. I agree to participate in any traffic safety meeting/training/workshops conducted by the University.
11. I agree to remove my vehicle from the campus in case I am denied permission to keep my vehicle due to non-compliance of rules mentioned in this document as decided by the Hostel management.
12. I agree to abide by any amendments to this document as notified from time to time by the NAU., Navsari.
13. I will use my vehicle responsibly for its intended use and not engage in any rash driving (including dangerous driving by doing stunts, etc) in and outside the campus that may endanger my safety and the safety of other people and engage in any action that disturbs the peace and tranquility of the campus (like excessive use of horns, etc).
14. Further, I would like to state that the above information provided by me is correct to the best of my knowledge. In the event that the above information is found to be incorrect and if I am found violating the above stated rules, the Hostel Management can withdraw permission to keep/use vehicle in the campus or take appropriate action as deemed fit by the competent authority of the University.

Place: \_\_\_\_\_

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

Signature of Student: \_\_\_\_\_

Witness thereof Name & Signature

(Major Guide/HOD with contact number)

(Take back to back print of this form and submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari)



## Application for Residence at Outside PG Hostel

Navsari, Date:     /     /20

To,  
The Principal  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Permission to reside at outside PG Hostel .....Regarding

Respected Sir,

I undersigned is the student of N.M. College of Agriculture, NAU., Navsari admitted during academic year \_\_\_\_\_ to \_\_\_\_\_. I am furnishing below mentioned information as desired by the college. Therefore, kindly issue the relevant certificate to me. Thanking you.

### Required details for Residence at outside PG Hostel

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Semester	:	
Permanent Full Address (With Pin code)	:	
Name of Guardian/relative with Corresponding Full Address	:	
Relation with Guardian/relative	:	
Annual Income	:	
Distance between college and guardian/ relative home (KM)	:	
Justification for Residence at outside PG Hostel	:	
Mobile No. (Student)	:	

### UNDERTAKING

I hereby declare an undertaking that my financial condition is poor/ critical as well as the distance between guardian/relative home to N.M. College of Agriculture, NAU, Navsari is also short. I shall abide by the following Hostel management Rules. I shall abide by the rules modified or framed in future. I shall attend regular as well as extra classes of Theory and Practical, and maintain attendance as per the PG academic requirements. I will not get involved in any Press matter/Union/Group/Forum formation in and outside the NAU campus to challenge the NAU, Navsari authority. I will not involve in any confrontation/fight/quarrel/indiscipline activity in and outside the NAU campus. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

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### For office use only

Permitted / Not permitted

**Name of Hostel:** New P.G. Boys/ Old P.G. Boys /Girls Hostel

**Remark:** As per the authentication obtained from concern student. Therefore, his/her application shall be considered for the issue the relevant certificate.

Rector

**Application for No DUE certificate (Kaccha Bound)**

Navsari, Date:     /     /20

To,  
The Rector  
College Hostel,  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Request for issue the No DUE Certificate (*Kaccha Bound*)..... Regarding

Respected Sir,

I undersigned is the student of N.M. College of Agriculture, NAU., Navsari going to submit the *Kaccha* bound Thesis to the office of the Principal, NMCA., NAU., Navsari. I am furnishing below mentioned information as desired by the college for hostel No Due certificate. Therefore, kindly issue the No Due certificate to me so that thesis may be submitted in time. Thanking you in anticipation.

**Required details for No Due certificate (Enclosed a Appendix-A)**

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Semester	:	
Hostel allotted Room No.	:	
Allotted Block Name	:	Old PG/New PG/
Mobile No. (Student)	:	
Mobile No. (Major Guide)	:	

**UNDERTAKING**

I hereby declare an undertaking that I had deposited all kinds of charges and items applicable towards me to the Hostel Management Authority in prescribed format. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

Countersigned by Major Guide/HOD with name

\*\*\*\*\*

**For office use only**

Permitted / Not permitted

Name of Hostel: New P.G. Boys/ Old P.G. Boys /Girls Hostel

**Remark:** As per the authentication obtained from Appendix-A, nothing is DUE with the student. Therefore, his/her account shall be settled in full and final.

**Any other Remark:**

Assistant Rector

Rector

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]

## APPENDIX-A

### પીજી હોસ્ટેલ સેલ્ફ મેસ પ્રમાણપત્ર

આથી પ્રમાણપત્ર આપવામાં આવે છે કે શ્રી/કુ.....  
રજીસ્ટ્રેશન નંબર..... હોસ્ટેલ બ્લોક .....ના રૂમ નંબર ..... માં રહે છે અને  
અત્રેની.....સેલ્ફ મેસમાં છેલ્લા ..... સમયથી જમે છે. આજરોજ તા. .... સુધીમાં  
તેઓનું સદર મેસમાં કોઈ બીલ કે લેણાની બાકી રકમ નથી. જે જાણ સારૂ.

તા. / /

મેસ સેક્રેટરી  
પીજી હોસ્ટેલ સેલ્ફ મેસ,  
એન.એમ.સી.એ., ન.કૃ.યુ., નવસારી

### કેર ટેકર પ્રમાણપત્ર

આથી પ્રમાણપત્ર આપવામાં આવે છે કે શ્રી/કુ.....  
રજીસ્ટ્રેશન નંબર..... હોસ્ટેલ બ્લોક .....ના રૂમ નંબર ..... માં છેલ્લા  
..... સમયથી રહે છે. આજ તા. .... ના રોજ તેઓને ફાળવેલ રૂમ નં..... ખાલી કરેલ છે  
તેમજ સદર વિદ્યાર્થીનો કોઈ પણ સામાન રૂમમાં નથી અને રૂમમાં હોસ્ટેલ તરફથી ફાળવેલ તમામ વસ્તુઓ  
સહીસલામત છે. જે જાણ સારૂ.

તા. / /

કેર ટેકર  
પીજી બોયઝ હોસ્ટેલ,  
કોલેજ હોસ્ટેલ, એન.એમ.સી.એ.,  
ન.કૃ.યુ., નવસારી

### Self certificate

This to certify that I \_\_\_\_\_  
Reg. No. \_\_\_\_\_ residing in room No \_\_\_\_\_ at \_\_\_\_\_ hostel, has  
submitted the allotted room by critical checking to the care taker. No any type of  
my personnel items/articles or study materials present inside the room.

Date: / /

Name of student:

Sign of student:

\*\*\*\*\*

### For Office use only

This is to inform that..... Regd. No.  
..... residing in the Room No. .... of PG  
Hostel is recommended / not recommended to get the No-Dues Certificate from the  
Hostel.

Date: / /

Asst. Rector, PG Hostel

Note: This form should be attached with No Due application (Kaccha bound) and submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari.

**COLLEGE HOSTEL**  
**N. M. COLLEGE OF AGRICULTURE**  
**NAVSARI AGRICULTURAL UNIVERSITY., NAVSARI**

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No. NAU/College hostel/No due/ /20  
Navsari, Date: / /20

To,  
The Principal

\_\_\_\_\_  
NAU, Navsari

**No Due Certificate (Kaccha bound)**

This is certify to Mr./Ku. \_\_\_\_\_ is the student of \_\_\_\_\_ in subject of \_\_\_\_\_, studying in M. Sc./Ph. D. Degree. He/She has been allotted the Room No. \_\_\_\_\_ of \_\_\_\_\_ hostel during his/her study. He/She has submitted his/her room on accounts of completion of study from this University. He/she has no any due in the hostel during study period.

**Recommended**

**Assistant Rector**  
**PG Boys/Girls Hostel**  
**NMCA, NAU, Navsari**



**Rector**  
**College Hostel**  
**NMCA, NAU., Navsari**

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**COLLEGE HOSTEL**  
**N. M. COLLEGE OF AGRICULTURE**  
**NAVSARI AGRICULTURAL UNIVERSITY., NAVSARI**

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No. NAU/College hostel/No due/ /20  
Navsari, Date: / /20

To,  
The Principal

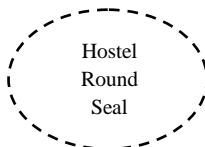
\_\_\_\_\_  
NAU, Navsari

**No Due Certificate (Kaccha bound)**

This is certify to Mr./Ku. \_\_\_\_\_ is the student of \_\_\_\_\_ in subject of \_\_\_\_\_, studying in M. Sc./Ph. D. Degree. He/She has been allotted the Room No. \_\_\_\_\_ of \_\_\_\_\_ hostel during his/her study. He/She has submitted his/her room on accounts of completion of study from this University. He/she has no any due in the hostel during study period.

**Recommended**

**Assistant Rector**  
**PG Boys/Girls Hostel**  
**NMCA, NAU, Navsari**



**Rector**  
**College Hostel**  
**NMCA, NAU., Navsari**

**Application for No DUE certificate (Pakka Bound)**

Navsari, Date:     /     /20

To,  
The Rector  
College Hostel,  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Request for issue the No DUE Certificate (*Pakka Bound*)..... Regarding

Respected Sir,

I undersigned is the student of N.M. College of Agriculture, NAU., Navsari going to submit the *Pakka bound* Thesis to the office of the Principal, NMCA., NAU., Navsari. I am furnishing below mentioned information as desired by the college for hostel No Due certificate. Therefore, kindly issue the No Due certificate to me so that thesis may be submitted in time. Thanking you in anticipation.

**Required details for No Due certificate**

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Hostel allotted Room No.	:	
Allotted Block Name	:	Old PG/New PG/
Mobile No. (Student)	:	
Mobile No. (Major Guide)	:	

**UNDERTAKING**

I hereby declare an undertaking that I had deposited all kinds of charges and items applicable towards me to the Hostel Management Authority in prescribed format. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

Countersigned by Major Guide/HOD with name

\*\*\*\*\*

**For office use only**

Permitted / Not permitted

Name of Hostel: New P.G. Boys/ Old P.G. Boys /Girls Hostel

**Remark:** As per the authentication obtained from Hostel staff, nothing is DUE with the student. Therefore, his/her account shall be settled in full and final.

**Any other Remark:**

Assistant Rector

Rector

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]

**COLLEGE HOSTEL**  
**N. M. COLLEGE OF AGRICULTURE**  
**NAVSARI AGRICULTURAL UNIVERSITY., NAVSARI**

---

No. NAU/College hostel/No due/ /20  
Navsari, Date: / /20

To,  
The Principal

\_\_\_\_\_  
NAU, Navsari

**No Due Certificate (*Pakka bound*)**

This is certify to Mr./Ku. \_\_\_\_\_ is the student of \_\_\_\_\_ in subject of \_\_\_\_\_, studying in M. Sc./Ph. D. Degree. He/She has been allotted the Room No. \_\_\_\_\_ of \_\_\_\_\_ hostel during his/her study. He/She has submitted his/her room on accounts of completion of study from this University. He/she has no any due in the hostel during study period.

**Recommended**

**Assistant Rector**  
**PG Boys/Girls Hostel**  
**NMCA, NAU, Navsari**



**Rector**  
**College Hostel**  
**NMCA, NAU., Navsari**

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**COLLEGE HOSTEL**  
**N. M. COLLEGE OF AGRICULTURE**  
**NAVSARI AGRICULTURAL UNIVERSITY., NAVSARI**

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No. NAU/College hostel/No due/ /20  
Navsari, Date: / /20

To,  
The Principal

\_\_\_\_\_  
NAU, Navsari

**No Due Certificate (*Pakka bound*)**

This is certify to Mr./Ku. \_\_\_\_\_ is the student of \_\_\_\_\_ in subject of \_\_\_\_\_, studying in M. Sc./Ph. D. Degree. He/She has been allotted the Room No. \_\_\_\_\_ of \_\_\_\_\_ hostel during his/her study. He/She has submitted his/her room on accounts of completion of study from this University. He/she has no any due in the hostel during study period.

**Recommended**

**Assistant Rector**  
**PG Boys/Girls Hostel**  
**NMCA, NAU, Navsari**



**Rector**  
**College Hostel**  
**NMCA, NAU., Navsari**

## Application for Opening Bank Account

Navsari, Date:     /     /20

To,  
The Rector  
College Hostel,  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Request for Hostel Resident Certificate for opening bank account....Reg.

Respected Sir,

I undersigned is the student of N.M. College of Agriculture, NAU., Navsari doing M.Sc./M.Sc.(Agri.)/Ph.D. Degree. Sir, I am furnishing below mentioned information as desired by the college for Hostel Resident Certificate. Therefore, kindly issue the same certificate to me. Thanking you in anticipation.

### Required details for Hostel Resident Certificate

Name of student (CAPITAL)	:	
Registration No. & Year	:	Reg. No.                      Academic year:
Degree	:	
Month and Year of admission in Hostel	:	
Name of Bank with IFSC Code	:	
Hostel allotted Room No.	:	
Allotted Block Name	:	Old PG/New PG/
Mobile No. (Student)	:	

### UNDERTAKING

I hereby declare an undertaking that all the information furnished in said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

Countersigned by Major Guide/HOD with name

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### For office use only

Permitted / Not permitted

Name of Hostel: New P.G. Boys/ Old P.G. Boys /Girls Hostel

**Remark:**

Assistant Rector

Rector

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]

## Application for Hostel Resident Certificate

Navsari, Date:     /     /20

To,  
The Rector  
College Hostel,  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Request for Hostel Resident Certificate.....Regarding

Respected Sir,

I undersigned is the student of N.M. College of Agriculture, NAU., Navsari doing M.Sc./M.Sc.(Agri.)/Ph.D. Degree. Sir, I am furnishing below mentioned information as desired by the college for Hostel Resident Certificate for below mentioned purpose. Therefore, kindly issue the same certificate to me. Thanking you in anticipation.

### Required details for Hostel Resident Certificate

Name of student (CAPITAL)	:	
Registration No. & Year	:	Reg. No.                      Academic year:
Degree	:	
Month and Year of admission in Hostel	:	
Justification for the Hostel Resident Certificate	:	
Hostel allotted Room No.	:	
Allotted Block Name	:	Old PG/New PG/
Mobile No. (Student)	:	

### UNDERTAKING

I hereby declare an undertaking that all the information furnished in said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

Countersigned by Major Guide/HOD with name

\*\*\*\*\*

### For office use only

Permitted / Not permitted

Name of Hostel: New P.G. Boys/ Old P.G. Boys /Girls Hostel

**Remark:**

Assistant Rector

Rector

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]



## Application for Reimbursement of Food Deposit

Navsari, Date:     /     /20

To,  
The Rector  
College Hostel,  
N.M. College of Agriculture, NAU., Navsari

**SUB:** Request for Reimbursement of Food Deposit .....Regarding

Respected Sir,

I undersigned is the student of N.M. College of Agriculture, NAU., Navsari has completed/left out M.Sc./M.Sc. (Agri.)/Ph.D. Degree programme during academic year \_\_\_\_\_. I am furnishing below mentioned information as desired by the college for reimbursement of food deposit. Therefore, kindly do the needful as early as possible.

**Required details for reimbursement of food deposit**

**(Enclose photocopy of Fee Receipt, bank passbook and degree notification)**

Name of student (CAPITAL)	:	
Registration No.	:	
Degree	:	
Personal Bank A/C Number	:	
Name of Bank with IFSC Code	:	
Mobile No. (Student)	:	
Any other Mobile No.	:	

**UNDERTAKING**

I hereby declare an undertaking that I had deposited all kinds of charges and items applicable towards me to the Hostel Management Authority in prescribed format. I am abiding to face disciplinary action including even cancelation of registration, ceasing the academic procedure, if I will found guilty under Hostel Management rules. Furthermore, all the information furnished in said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

Name of the student: \_\_\_\_\_

Countersigned by Major Guide/HOD with name

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**For office use only**

Permitted / Not permitted

Name of Hostel: New P.G. Boys/ Old P.G. Boys /Girls Hostel

**Remark:** As per the authentication obtained from Hostel staff, nothing is DUE with the student. Therefore, his/her amount shall be paid in to his account.

**Any other Remark:**

Assistant Rector

Rector

[This form is submitted to the Assistant Rector of concern PG Hostel, NMCA, NAU., Navsari]