

## CIRCULAR

It has come to the notice of the undersigned that many U.G. students find difficulties in the routine Hostel procedures to be followed in College of Fisheries Science, NAU, Navsari. In this context, all U.G. students doing various degree programmes (B.F.Sc and B.V.Sc & A.H) are hereby instructed to follow the below given guidelines given during registration of Hostel as well as the routine Hostel procedures.

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

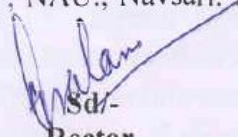
1. The students when admitted for U.G. studies in agriculture and allied discipline, they should collect hostel related prescribed forms from the Assistant Rector of "Sagar" hostel of College of Fisheries Science, NAU., Navsari.
2. The students will submit the '**Application for UG Hostel Accommodation**' carefully filled in all aspects within the prescribed format through their Advisor/Head of Department. The 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 aspects within the prescribed format and get the necessary signatures of the concerned faculties 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. Failure to follow this, the defaulter's hostel admission will be liable to cancel at any moment of the semester.
4. Simultaneously, student will have to take possession of the room from the Care Taker in consultation with Assistant Rector of the concern hostel. Thereafter the student will fill up the '**General Undertaking Form**' as per the hostel regulations, its management and regulations for Discipline and Conduct of the student (This information can be collected from NAU website from the "Circular" section as well as from the Assistant Rector of the concern hostel). Student while filling '**General Undertaking Form**', they should fill up all the details critically and get the necessary signatures. The concern student will submit the same form within 15 days of admission to Assistant Rector of concern hostel. Failure to follow this, the defaulter's hostel admission will be liable to cancel at any moment of the semester.
5. Those students having the vehicle (Two wheeler/Four wheeler) should fill the '**Vehicle Undertaking**' in prescribed format to the Assistant Rector of concern hostel. Failure to follow this, the defaulter's hostel admission will be liable to cancel at any moment of the semester.
6. Those students residing outside the Hostel should submit the '**Application for Resident at Outside UG Hostel**' in prescribed format only. **Illegal stay at UG Hostel will be liable to cancel his/her UG Registration.**
7. Outmost care to be taken by UG 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 fulfilling academic requirements.

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

1. These instructions are applicable to all UG students (Old/Newly admitted students).
2. Student will collect the necessary forms well in advance from the Assistant Rector of the concern hostel, College of Fisheries Science, NAU, Navsari.
3. The Advisor/HOD will approve various Hostel Management forms in only prescribed format in a respective semester. The filled forms should be immediately deposited to the Assistant Rector of concern hostel, College of Fisheries Science, Navsari.
4. All UG students will have to deposit their hostel fees as approved by the Principal, COF., NAU., Navsari at the time of registration of concern semester with utmost care.
5. The filled forms in all aspects 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 Advisor. An application filled in all aspects with proper justifications and signed by his/her Advisor must be submitted to Assistant Rector of concern hostel for approval of the extension. Considering the recommendation of his/her advisor and as per Hostel management Rules Regulations semester extension will be granted by the Rector, College Hostel "Sagar", COF, NAU., Navsari. Illegal stay at hostel will be liable to be penalized.

NO: NAU/College Hostel/ 04 /2019  
Navsari. Date: 31/05/2019

  
Sd/-  
Rector  
Sagar Hostel  
College of Fisheries Science  
NAU, Navsari

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

1. The Director of Research & Dean PG Studies, NAU, Navsari for information please.
2. The Registrar, NAU, Navsari for information please.
3. The Director of Students' Welfare, NAU, Navsari for information please.
4. The Principal, College of Fisheries Science, NAU, Navsari for information please.
5. The Nodal Officer, College of Fisheries Science, NAU, Navsari for information please.
6. Dr. H.G. Solanki, PG Academic In-charge, College of Fisheries Science, NAU., Navsari for information please.
7. Prof. M.R. Patel, Assistant Rector (UG Boys Hostel), College of Fisheries Science, NAU., Navsari for information and make the necessary arrangement for implementation of the same in co-ordination with the Rector.

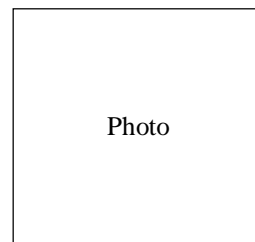
**Copy to :**

1. Notice Board, College of Fisheries Science, NAU, Navsari for information please.
2. UG Hostel (Boys/Girls), College Hostel, College of Fisheries Science, Navsari for information to all U.G. students residing in the concern hostel for implementation of the same.

## Application for UG Hostel Accommodation

Date:     /     /20

To,  
**The Rector,**  
College of Fisheries Science,  
NAU, Navsari



**SUB:** Request for room allotment in U.G. Hostel..... Reg.

**Respected Sir,**

I have secured admission at College of Fisheries Science, Navsari for B.F.Sc./B.V.Sc & A.H Degree course during the year .....in ..... Semester. I am furnishing below mentioned information as desired by the college for hostel accommodation. Therefore, kindly allot me the room in the U.G. hostel.

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

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

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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 the rules and regulations of the hostel. I am abiding to face disciplinary action including even cancellation of my college admission if I am found faulty under hostel management rules.

Date:     /     /20

Signature of the Student

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

Countersigned by Advisor/HOD with name

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**For office use only**

Permitted/Not permitted

Name of Hostel: Sagar Boys/Minaxi Girls Hostel

Allotted Block/Floor \_\_\_\_\_ Allotted Room No: \_\_\_\_\_

Name:

Assistant Rector

**Rector**

[This form is to be submitted to the Assistant Rector of the concern UG Hostel, COFS, NAU, Navsari]

**SAGAR/MEENAXI HOSTEL**  
**College of Fisheries Science, NAU, Navsari – 396450 (Gujarat)**

**Hostel Inventory Form**

**Hostel: UG “Sagar”/ “Meenaxi”**

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

**Floor/Block:** \_\_\_\_\_

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

**LIST OF FURNITURES AND FIXTURES IN THE ROOM**

Sr. No.	Item	Dead Stock Nos	Sr. No.	Item	Dead Stock 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

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**For Office Use Only**

Signature of Care Taker

Signature of Assistant Rector

**Signature of Rector**

**SAGAR/MEENAXI HOSTEL**  
**COLLEGE OF FISHERIES SCIENCE, NAU, NAVSARI – 396450**  
**(GUJARAT)**

**“Sagar”/ “Meenaxi”Hostel**

**General Undertaking Form**

I, Mr/Ms..... resident of  
..... State of India having working Mobile No..... admitted in  
B.F.Sc / B . V . S c & A . H 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 regulations for Hostel and its Management and Regulations 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 within the stipulated time. If I fail to do so, I will abide by the rules and regulations about penalty.
6. I will follow all the instructions 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 afore mentioned rules and Regulations for Graduates studies requirement, hostel management of NAU, Navsari have the right to cancel my hostel admission at any point of time.
9. I know that concealing such information is indiscipline under Common Academic Rules for Post Graduate studies in SAU's of Gujarat and my U.G. registration is liable to cancel.

Place: Navsari

Date: / /20

Signature of Student:

Signature of Major Advisor  
(With Designation & Name)

[This form is to be submitted to the Assistant Rector of the concern UG Hostel, COFS, NAU. Navsari]

**SAGAR/MEENAXI HOSTEL**  
**College of Fisheries Science, NAU, Navsari – 396450 (Gujarat)**

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**Vehicle Undertaking Form**

I, Mr/Ms.....resident of .....  
State of India having working Mobile No.....admitted in  
B.F.Sc / B.V.Sc. & A.H 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 a rightful owner and user of the following vehicle in and outside the NAU  
Campus and I 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.
7. I agree to park my vehicle in an orderly manner in the designated parking  
area of the hostel.
8. I agree to report to the hostel authorities, even the smallest of accidents/  
mishaps involving my registered vehicle.

**P.T.O**

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 University authority
13. I will use my vehicle responsibly for its intended use and will not engage myself 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 also will not engage myself 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 the permission to keep/use vehicle in the campus or take appropriate action as deemed fit by the competent authority of the University.

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

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

Name & Signature of Student:

Name & Signature of Parents:

(Signature of Major Advisor)

## Application for Residence at Outside UG Hostel

Date:     /     /20

To,  
The Nodal Officer  
College of Fisheries Science,  
NAU, Navsari

**SUB:** Permission to reside outside UG Hostel Regarding.....

Respected Sir,

I, undersigned is the student of College of Fisheries Science, NAU, Navsari admitted during the academic \_\_\_\_\_ 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 Residing outside UG 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 UG 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 College of Fisheries Science, 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 UG 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 the said application is true to the best of my knowledge and belief.

Date:     /     /20

Signature of the Student

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

Name and Signature of the Parents: \_\_\_\_\_

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### For office use only

Permitted / Not permitted

**Name of Hostel:** U.G. Boys/Girls Hostel

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

**Rector**

**Nodal officer**