



ময়মনসিংহ কলেজ অব ফিজিওথেরাপি এন্ড হেলথ সায়েন্সেস
Mymensingh College of Physiotherapy & Health Sciences
(An Academic Institute of Bela Health and Education Foundation)

To
Principal
Mymensingh College of Physiotherapy & Health Sciences.
Maskanda, Mymensingh.

Through: Hostel Super (Male/Female).

Subject: Requesting to grant me a seat at your College hostel.

Respected Sir/Madam,

I, _____ a student of Mymensingh College of Physiotherapy & Health Sciences, Mymensingh for academic session _____ Department of _____ My ID number _____.

My permanent address is being given below:

C/O : _____

Village Name : _____

Police Station : _____

District Name : _____

Contact Number : _____

I am highly in need of hostel accommodation to continue my study properly. Therefore, you are requested to grant me a seat at your College hostel and oblige thereby. I hope you would be generous enough to take decision in my favour. I ensure that I comply with hostel's rules and regulations made by hostel authority from time to time.

Thanking you

Yours Sincerely

Signature with date:

Name:





Hostel rules and regulations

Following are rules and regulations of MCPHS hostel that must be followed by residents, pursuing undergraduate course from MCPHS Mymensingh.

General Rules

1. An application form has to be submitted to the college Hostel Super for allotment of hostel seats.
2. The student shall pay hostel accommodation (Nonrefundable) fee with three months in advance at the time of admission to the hostel. Hostel fee will be paid quartile in advance.
3. No furniture other than the prescribed furniture such as: electric stove, iron, fridge, hair dryer, chair, table, sound box, gas cylinder etc. shall be kept in the hostel without the permission of the hostel authority.
4. Ragging in any form whatsoever is strictly banned.
5. Specially requested not to store extra money/jewelry in the hostel. However, personal possessions such as bags, money, mobiles, laptops, jewelery or any other important items should be kept at your own risk. College authorities will not take responsibility if anything is lost. However, in case of special needs, students can keep their important belongings in the hostel super controlled locker for a specified period of time subject to permission.
6. This institution will be considered as a completely non-political institution, so any kind of political activity, political conversation is completely prohibited.
7. As more than one roommate will live in the same room in the hostel, everyone should behave in a kind, sincere, cordial and fraternal manner towards everyone. No conduct shall be engaged in which may offend the personality of the other roommate.
8. No loud talking, singing, shouting or any other disturbing activities shall be allowed in the hostel room.
9. The property kept in the hostel cannot be wasted in any way.
10. While staying in the hostel, you cannot eat by yourself.
11. Consumption, consumption or possession of any kind of drugs in the hostel is strictly prohibited and punishable by law. Strict administrative and legal action will be taken if anyone is found involved in the said activities.
12. Go up and down the stairs as quietly as possible. Any type of littering, writing on the wall, spitting is completely prohibited in the stairwell.
13. Hostels should be economical in water and electricity usage.
14. You have to be self-motivated about the cleanliness of the hostel and your room.
15. Throwing any kind of clothes, pads, garbage in the commode of the hostel toilet is completely prohibited. A room where such problems are found in the toilet is the responsibility of all in that room and if any financing is required for the cleaning, they will have to bear the cost.
16. All types of garbage should be disposed of in designated areas/baskets, no garbage shall be thrown out of the window of any room.
17. If you need to leave the hostel for vacation or any other personal reasons, you must sign the travel register at the time of exit and entry.
18. Each room will have a bed, a mattress, a pillow, a reading table, a chair, light and fan allocated for each student. Other necessary furniture to be carried by the student.





Time Rules

19. Entry to the hostel after 6/7pm (or decided by the authority) without the permission of the authorities is strictly prohibited.
20. It is not allowed to go outside the hostel before 6 am without the permission of the authorities. However, this rule will be relaxed for boys in the case of Fajr prayer.
21. Every room light should be turned off after 12 midnight. However, in the case of studying at night, you can study using a table lamp at your table.
22. Hostel dining will be closed after 10 pm.
23. If you want to leave the hostel on general holidays or special holidays, you have to leave the hostel before 5/6 pm. If it is necessary to leave the hostel after 5 o'clock, the student must take the permission of the authority through the appropriate guardian mentioning the appropriate reason.
24. In case of departure and entry of the remote students/students the hostel timings may vary, in which case the permission of the authority must be taken along with the permission/proof (bus/train ticket) of the designated guardian.
25. Students staying in hostels must be collegiate in class attendance.

Financial Rules:

26. 15000 (fifteen) thousand Taka should be deposited as a one-time refundable receipt for the accommodation deposit of the hostel. However, in case of damage to any furniture of the hostel, a student have to pay the damage furniture amount.
27. 3 months advance deposit for hostel. Penalty has to be paid if the money is not deposited within the specified time. If one's hostel fees are arrears for more than three months, the arrears will have to be paid along with a fine of one month, otherwise the hosteller seat will be cancelled, and re-application will have to be done.
28. Hostel rent may be increased/changed at any time as per the house rental agreement or considering the financial year.

Visitor Rules

29. Students can meet the guardian/parents/next of kin of their provided information in the guest room at the specified time on the specified day. Visiting any immediate-relatives or anyone else outside of the information provided is strictly prohibited.
30. The guardian of a distant student can stay overnight in the guest room of the hostel subject to the prior permission of the authority.
31. Entry of any unregistered student in the hostel will be strictly prohibited.
32. The authorities can take strict administrative measures including expulsion of the concerned student from the hostel without any notice if he/she participates or incites any activity against the rules and regulations of the hostel.
33. Strict administrative and legal measures including expulsion will be taken if anyone is found involved in any kind of anti-state and anti-institutional activities.

Name & Signature of the Student

College Roll No:

Contact No:

Name & Signature of the Guardian

Contact No.





Student's Declaration

Date: _____

I _____ do hereby declare that I have gone through aforesaid hostel's rules and regulations and make sure to comply with them strictly without exception. The mentioned rules and regulations are particularly important to me and violation, thereof, will be regarded as cause of disciplinary or even legal action.

Name : _____

Department : _____

Session : _____

ID NO : _____

Contact Number : _____

Details of local guardian (if any):

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Yours Sincerely,

Signature of Student





হোস্টেলে অবস্থানের জন্য অভিভাবকের সম্মতিপত্র।

আমি _____, পিতা/মাতা/অভিভাবক, এই
মর্মে সম্মতি প্রদান করছি যে আমার সন্তান/পোষ্য নাম: _____
শিক্ষার্থীর আইডি: _____ বিভাগ: _____
সেশন: _____ আপনাদের প্রতিষ্ঠানের হোস্টেলে অবস্থান করে
লেখাপড়া করবে।

এই মর্মে আমি অঙ্গীকার করছি যে, হোস্টেলের সকল নিয়ম-কানুন, শৃঙ্খলা ও নির্দেশনা
আমার সন্তান/পোষ্য যথাযথভাবে মেনে চলবে। হোস্টেলের নিয়ম ভঙ্গজনিত কোনো বিষয়ে
প্রতিষ্ঠানের সিদ্ধান্ত মেনে নিতে আমি সম্মত আছি।

এছাড়া, আমার সন্তান/পোষ্যের আচরণ, স্বাস্থ্যগত তথ্য এবং জরুরি প্রয়োজনে যোগাযোগের
জন্য নিম্নোক্ত তথ্য প্রদান করা হলো:

আমার ছেলে/মেয়ে/ভাই/বোন/ভাগ্নের স্বাস্থ্যের বর্তমান অবস্থা নিচে দেওয়া হল:

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বিনীত

অভিভাবকের স্বাক্ষর : _____

অভিভাবকের নাম : _____

স্থায়ী ঠিকানা : _____

ছাত্র/ছাত্রীর সাথে সম্পর্ক : _____

যোগাযোগ নম্বর : _____

হোয়াটসঅ্যাপ নম্বর : _____

ইমেল : _____

স্থানীয় অভিভাবকের বিবরণ (যদি থাকে) -

নাম : _____

ঠিকানা : _____

ফোন : _____

সম্পর্ক : _____

