

SRI SATHYA SAI WOMEN'S HOSTEL

SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING, ANANTAPUR CAMPUS,
BANGALORE HIGHWAY, ANANTAPUR, A.P. - 515001

E-MAIL: hostelofficeatp@gmail.com or wardenatp@sssihl.edu.in

TELEPHONE: 91-8554-273122

Dear Parent / Guardian,

Sairam and Congratulations! With the blessings of Bhagawan Sri Sathya Sai Baba, your daughter / ward has been selected to study in Sri Sathya Sai Institute of Higher Learning. You may report at the Campus for Women, Sri Sathya Sai Institute of Higher Learning, on the Bangalore Highway at Anantapur on 31st May 2017 between 9.00 a.m and 3.00 p.m.

A parent / guardian should, without fail, accompany the student for the admission.

AT THE COLLEGE OFFICE

- Students are required to submit **only the attested photocopies** of the following certificates **not the originals** at the time of admission :
 - Transfer Certificate (TC)
 - Conduct Certificate (CC)
 - Study Certificate
 - Consolidated Previous Study Marks Sheet (issued by the concerned Educational Board/University) / Pass Certificate (6 copies)
 - Caste Certificate **without fail** (incase of BC/SC/ST)
 - NRI Passport and Visa Proof (incase of Foreign Student NRI)
 - Aadhar Card
- The candidate should be able to tell her blood group, whenever it is asked in the College Office.
- The originals of the above should be brought for verification.
- Those who might not have received the originals by the end of May, should procure them from their institutions and submit the copies **on or before 20/06/2017**.
- Migration certificates have to be submitted by students coming from states other than Andhra Pradesh (A.P. Board). Enquiries regarding Marks Sheet, Certificates etc., may be made at the College Office - phone no. 08554-272567.

AT THE HOSTEL

THINGS TO BRING

- The Profile sheet sent along with this Instruction Sheet should be completely filled and submitted at the time of admission.
- Students must get 6 stamp size photographs (Colour) at the time of Admission for any requirement. The photos must be taken in saree with the saree palloo covered. (As it is worn in Puttaparthi).
- Three copies each of parents' **stamp size colour photos** should be submitted during the admission in the hostel, for the purpose of issuing identity cards to the parents. Parents should produce their Identity Cards **without fail** when they visit their wards at Anantapur and at Prasanthi Nilayam. These **Identity Cards** can be used as passes during Sports Meet and Convocation at Prasanthi Nilayam, so keep the identity cards carefully. **Separate passes will not be issued.**

- Every candidate should bring bucket, mug, meal plate, glass, spoon, a standard lock and key, mattress, pillow and one dari (Jamkhana) / yogasana mat.
- Required note books and text books will be made available for purchase at the Hostel Stores / Department. The candidates opting for Commerce and Science courses should get a Scientific Calculator without fail.
- Students should open a savings bank account **preferably** in the **STATE BANK OF INDIA** in their place of residence and carry with themselves an ATM card to operate that account from here. In case the student is a minor, a joint account with parent/guardian should be opened, and the ATM card of the account could be given to the student for use. A Photostat copy of the first page of the bank passbook should be attached to the profile sheet and submitted at the Hostel Registration Counter on the day of reporting.

DRESS CODE

Saree is the dress code on the Campus. On certain days of the week, uniform sarees, which are made available in the Hostel Stores, are prescribed. The students should bring along a few colour sarees to wear on other days to college and everyday in the hostel. On Thursdays, the students are expected to wear plain white saree which will also be provided along with the other uniform sarees. 2 or 3 sets of salwar kameez are needed for yogasana classes. Tight Pyjamas or leggings are not permitted. No other dress is permitted.

VISITING DAYS AT ANANTAPUR

Visiting dates for parents are fixed taking into consideration the dates when the students are taken to Prasanthi Nilayam. Visiting timings are between 9 a.m. – 5 p.m. on any one Sunday of every month which is fixed as visitors' day. Only parents and grandparents are allowed to visit. Grandparents may bring the photocopy of the Parent's ID card along with the authorization letter from parents, to meet their wards. Brothers, cousins, uncles and family friends are not allowed. Parent ID card is mandatory when you visit your ward. The dates are notified well in advance for the convenience of the parents to book their tickets. A special request is that the parents should adhere to this arrangement strictly. Visitors will not be allowed on any other day. The dates of the 'Parents' Meet' at Anantapur for the first semester are **June 18th, July 16th, August 20th, September 17th 2017**. The visiting dates for the rest of the months will be informed to you through your ward in due course.

***Note: The dates are subject to change under unavoidable circumstances.**

VISITING AT PRASANTHI NILAYAM

- Students will be taken to Prasanthi Nilayam for festivals / special occasions. They will all stay in the hostel allotted to them there. No one will be sent home with parents / local guardians.
- The visiting time for the parents at Prashanti Nilayam is usually from 10.00 am. to 12.00 noon and 6 pm. to 8 pm.
- Parents are requested not to insist on meeting their wards at other timings.
- The parents are also requested not to come to the dormitory when the buses arrive from or leave for Anantapur. It causes delay.
- Parents are requested **NOT** to pass on their **cell phones** for other students to use, when they visit their wards, or in canteens.

VACATION

- Students are sent home only during vacation (around October for a fortnight-long Winter break & in summer for one and half months). A Parent must necessarily accompany the ward while she travels for vacation. However, if there is a group of students travelling to the same destination, a parent of any one student may take the responsibility of the group with due authorization from all other parents.
- The Intimation / Authorization letter format will be given to the student to be handed over to the parents. The parents should fill the permission letter in the **given format only** and send it to the Warden by post or e-mail to the above mentioned hostel email ID. Please make sure that this letter **reaches 15 days** before the summer/winter vacation starts. The students will not be permitted to leave for vacation without the letter.

- Railway tickets for vacations for the students will not be booked by the Hostel. Parents/Guardians have to make arrangements for booking railway tickets for their wards.
- Students may be permitted to go home for the wedding ceremony of only own brothers or sisters, subject to Warden's permission. A request letter with details of the journey may be sent to the Warden in such cases. Also, if permitted, the parent must come personally or send an authorized person to take his / her ward.

PARCELS, COURIERS, POST

- Parents are requested to avoid sending any parcels or couriers containing eatables or expensive items like cameras, clothes, cash, ornaments etc. They are often lost in transit. The Hostel will not be responsible for any such loss.
- All posts for the students are received at the Hostel Office and distributed to the students after they are scrutinized. The Hostel Office also makes arrangements for students to send Registered / Speed Posts or Couriers as and when required. The students are; however, free to post letters as frequently as they wish.

GENERAL INSTRUCTIONS

- Parents need not give gold ornaments to their wards. If they do so, it is at their own risk.
- The students are advised not to keep excess cash in hand. They are responsible for their belongings.
- The students are **strictly prohibited** from keeping with themselves the following items: Cell phones/ Walk man / CD man / Cassettes / I Pod / MP3 & MP4 players / Lap tops and undesirable books / novels / magazines etc. Serious action will be taken against the student if any of these items is found with her.
- Students can buy their basic requirements (like toiletries, stationery etc.) from the stores in the Hostel.
- Students will be allowed to make 2 phone calls per month as per the norms of the Hostel, only to numbers mentioned by you in the profile sheet. Any change in the telephone nos., or address may be communicated to the Warden through a formal letter/ mail. (hostelofficeatp@gmail.com)
- Important and urgent messages to students can be passed on to the students through the Hostel phone no. 08554-273122 or through the Mentor's phone no. which will be given to the student in the first week of June.
- Parents are requested to inform the hostel authorities if their wards are suffering from any chronic diseases. This will facilitate proper and timely medical care.
- The details of mess charges are attached herewith in a separate sheet. Please follow the instructions given therein.

It is our earnest desire that the inmates will imbibe the values taught by Bhagawan Baba and earn His grace by following the discipline of the Campus. Any kind of indiscipline will be viewed seriously, which, in extreme cases may lead to rustication of the student. We expect full co-operation from the parents in this matter. Let us pray to Bhagawan that your ward's stay in the Hostel is fruitful in all manners.

WARDEN
Sri Sathya Sai Women's Hostel

Anantapur
May 2017

PAYMENT OF MESS CHARGES

Payment of Mess Charges

Mess charges (June 2017 to 15 th April 2018)	20,000.00
Caution Deposit (will be refunded at the time of vacating the hostel).	2,000.00

The candidate should get a **STATE BANK OF INDIA, DEMAND DRAFT** for Rs.22, 000/- (Rupees Twenty Two Thousand only) in favor of **SRI SATHYA SAI SOCIETY FOR GIRLS' HOSTEL, ANANTAPUR.**

Branch Code: 0806, Branch Name: Sai Nagar, Anantapur.

No other mode of payment will be acceptable. The **demand draft** along with a Photocopy of the DD may be submitted in the hostel on the day of reporting.

Other expenses to be expected during the course of the year:

7 Uniform Sarees (`300/- per saree)	Rs. 2,100
Salwar Kameez (For Yogasanas & Sports Rehearsal)	Rs. 1,800
Total	Rs. 3,900

This will be deducted from the student's account as and when required. Over and above this amount, whatever is required for the student's personal expenditure might be deposited in her account.

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Student Profile Form for the Academic Year 2017 - 2018

APPLICANT ID -

- Name of the Student:
- Class:
UG- B.A. / B.Sc. – (MPC / Bioscience / FNS) / B.Com.(Hons.)
PG- M.A. (English) / M.Sc. (FNS / Bioscience)
B. Ed. / MBA.
Ph. D. English / FNS / Bio Sciences
- Date of Birth:
- Age as on 1st June 2017:
- Blood group:
- Native Place:
- Mother Tongue:
- Other Languages Known:

Affix stamp-size photo

PARENT DETAILS

	Father	Mother	Guardian (in case of the absence of the parent)
NAME			
PROFESSION			
ANNUAL INCOME			
PHONE NOS.			
EMAIL ID			

- Postal Address:

LOCAL GUARDIAN DETAILS (If any)

Name:

Address:

Phone No.:

Relationship:

-
- Brothers/Sisters / close relatives studying/studied in / associated with Sri Sathya Sai Schools/Institutions:
Yes / No

If Yes:

Name	Institution	Place	Course/ Designation	Period of study/ work	Relationship

- Previous stay in any other Hostel:

Name of the Hostel	City	Total years of stay

- Exposure to Bal Vikas / EHV / Pre-Seva Dal / Seva Dal: **Yes / No**
- Do Parents / Grandparents / Close relatives have a house / apartment at Puttaparthi?
Yes / No

If Yes, please give the address:

- **Permitted to travel for vacation:**
With parents / With authorized person / With group accompanied by any one parent
- History of any chronic ailment? **Yes / No** (Asthma / Spinal Ailments / Migraine / Any Other)
If yes, please furnish details:
Hospital ID in SSSIHMS, if you have:

- Talents / Hobbies / Special abilities:
- Previous work experience, if any:

DECLARATION

I hereby declare that I have read the instructions carefully and shall conduct myself responsibly as a Sai Student by following all the rules and regulations of the Institute and the Hostel, and through my attitude, commitment and involvement, constructively contribute to the routine and activities of the system.

Date:

Signature of the Student

I hereby declare that I have carefully read the instruction sheet sent to me, I shall abide by the regulations, and shall not at a later date plead ignorance of any of the rules mentioned therein. Also I certify that the details provided above by my ward are true to the best of my knowledge.

Date:

Signature of the Parent

STUDENT'S BANK ACCOUNT DETAILS

Name of the Bank -

State Bank of India

Branch Name-

Branch Code No.-

Account Holder's Name in Block Letters-

Bank Account Number-