

HELP Foundation J and K

Registered Office: 50 Tulsi Bagh, Behind Amar Singh College, Srinagar- J and K - 190008

Shehjar Rehabilitation Center for Visually Impaired

Vision Beyond Eyes

Inderhama Srinagar

Application form for 3-Months Full Time Rehabilitation Programme

Name							
Date of Birth				Category(% of Disability)			
Parentage/Husbands Name							
Occupation				Contact No.			
Mothers Name							
Occupation				Contact No.			
Permanent Address	Village/Mohalla			Tehsil			
District					Pin Code		
State				C. No.			
Landmark							
Email							
Address for Communication	Village/Mohalla			Tehsil			
District					Pin Code		
State				C. No.			
Landmark							
Email							

Education Details

S.No.	Name of Last Examination Passed	School/Board/University	Percentage of Marks Obtained	Year
Have you done any computer training? (Tick the appropriate box)		Yes	No	Course Duration in Months(if yes)

Have you ever done any rehabilitation training?	Yes		No		Course Duration in Months(if yes)	
Have you ever done any vocational training?	Yes		No		Name and Duration in Months(if yes)	
Family Details						
No. of Siblings		Brothers			Sisters	
Annual Income			Land Details		Kanal	Marlas

Enclosures (Please tick on enclosing)

1. Application form filled in all respects
2. Attested copies of all academic/Professional transcripts
3. Attested copies of Proof of Awards, Honors/Scholarships and work Experience ,if any
4. 3 Copies of recent Passport Size colour photograph
5. Proof of Category. copy of the Certificate(s) issued by competent authority to be attached(Original Certificates to be presented at the time of Admission).

Declaration

1. I hereby declare that I have provided correct, complete and accurate information in this application form. I have carefully read the information and Guidelines to Applicants. I understand and agree that any misrepresentation, false information or omission of facts in my application will lead to the denial of admission, cancellation of the admission or expulsion from the Rehabilitation programme offered at Shehjar Rehabilitation Center (SRC) at any stage.
2. I have read and understood the Rules and Regulations (**Annexure-A**) attached to this form and agree to abide by them.

Dated: - _____

Counter Sign of the Parent

Guardian Mobile No:- _____

FOR OFFICE USE

Admission No./ID	Category	Room & Bed Allotted	Signature of Competent Authority
HF/SRC/MM/2018/Adm. No			

Annexure-A

Hostel Rules and Regulations

All boarders have to join the general mess run by Hostel Administration and managed by the HELP Foundation J & K. No permission will be given to run separate mess in the hostel premises.

Boarders are not permitted to keep any kind of vehicle in hostel premises.

That I will be undertaking the 3-Months Residential Programme at my own risk & responsibility and in case of any accident / mishap/ Medical problem I will not hold HELP Foundation, J and K responsible for the consequences and manage the costs whatsoever of my own. HELP Foundation will not be responsible for any inadvertent circumstances.

The hostel and mess is purely complimentary to the inmates. There are no charges for course, hostel and mess.

Mess Timing Breakfast: 07.00 AM to 09.00 AM (ii) Lunch: 12.30 PM to 02.30 PM (iii) Dinner: 08.30 PM to 10.00 PM

No guest will be allowed to stay in the hostel. In special case, permission may be taken from Warden of the hostel and Administrative Officer of HELP Foundation, J&K for one day stay only.

Mess charge* for Guest/Volunteers: (i) Breakfast: Rs. 30/- each (ii) Lunch: Rs. 120/- each (iv) Dinner: Rs.120/- each Mess facilities to guests will be available on prior information to Warden in writing and approved by the Programme Manager.

Menu of the mess may be changed from time to time by the Hostel Management Committee.

Boarders will have to vacate the hostel at the end of Course. They can't keep their luggage and other belongings in the hostel. Hostel Management will not be responsible for any theft or loss, whatsoever.

No mutual transfer of the room/seat/Bed will be allowed in the hostel without permission of the warden of the hostel. The defaulter will have to pay fine Rs.1000/- only.

Use of Room Heater, Cooler, Air conditioner, T.V., Electric Iron or any electric items and parking of any vehicle inside the hostel premises by any boarder is strictly prohibited.

Room service will not be allowed. Boarders have to go to the Dining Hall for their Breakfast, Lunch, Tea, & Dinner. Taking/Bringing any utensil of mess to the room is strictly prohibited

Drinking / possessing / bearing / consuming of alcoholic liquor/Tobacco Products and other injurious drugs are strictly prohibited. Stern action (e.g. – expulsion from Hostel / Institute) will be taken against the student violating the same by the competent authority.

In case of indiscipline/indulgence in ragging/any type of misbehavior reported by the warden of the hostel/any competent authority, will be dealt severely as per rule, which includes fine, expulsion from the hostel and Institute.

Boarders will be provided identity cards. There will be identity card for hostel attendant and mess staff also.

The boarders are, in no case allowed to leave the Hostel/Institution premises without proper permission from Warden/Competent authority The defaulter will have to pay a fine of Rs. 1000/- only and their parents will also be informed regarding indiscipline/ unacceptable behavior of their ward. Students may also be barred from availing hotel facility without giving any notice.

That I will strictly follow the guidelines / rules / regulations whatever HELP Foundation, J and K has framed for the successful conduct/ completion of the said Programme.

NOTE:

No cell phones are allowed in the hostel/institute premises. In case of any emergency, inmates can seek help from hostel warden.

UNDERTAKING I have read all the terms & conditions for allotment of seat in the hostel of Shehjar Rehabilitation Center carefully and undertake to abide by them. I further undertake to abide by the rules regarding residence requirement.

Signature of the Student

Undertaking from the Parent / Guardian

I _____ Father/Mother/Guardian of Mr./ Ms. _____ who is enrolled as student for 3 Months Residential Programme of Shehjar Rehabilitation Center of HELP Foundation, J & K hereby declares the following in respect of my ward.

1. I am giving permission to child / ward named above to enroll the travel to Delhi for 3 Months Residential Programme of Shehjar Rehabilitation Center of HELP Foundation, J & K

2. That my child / ward shall abide by the rules and regulations of Shehjar Rehabilitation Center of HELP Foundation, J & K.

Signature of Parent/Guardian