NOTICE

After completing the Admission process, a candidate is required to report at Counter No. 07 immediately for completing Hostel documents, if Hostel facilities are given, as per steps given below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Formalities</th>
<th>Name of Employee</th>
<th>Place &amp; Counter No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue of Personal File &amp; Fee Slip</td>
<td>1. Mr. Ali Sadique Naqvi</td>
<td>Counselling/Smart Class Room (07)</td>
</tr>
<tr>
<td></td>
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<td>2. Mr. Fahim Uddin</td>
<td></td>
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<tr>
<td>2</td>
<td>Checking/Verification of Personal File of the candidate.</td>
<td>1. Mr. Shahzad Ali</td>
<td>Reading Room (08)</td>
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<td></td>
<td>2. Mr. Abul Quasim</td>
<td></td>
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<tr>
<td>3</td>
<td>Payment of Dining Hall Charges.</td>
<td>1. Mr. Raiful Azam</td>
<td>Reading Room (09)</td>
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<td>2. Mr. Mohd. Arshad Javed</td>
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</table>

Note: (A) Rooms in hostel will be allotted to the students on 26th July, to 28th July, 2017 for Science Stream & 29th July, to 31st July, 2017 for Commerce / Arts Stream.

(B) The following formalities are required to be completed at the AIBH Counter after allotment of hostel:
1. Photocopy of Admission Card.
2. Photocopy of Mark sheet of Class X.
3. Four (04) recent colour photographs not more than three months old.
4. Four (04) Self Address Envelopes with postage stamp of Rs. 42/- each.
5. Rules and regulation, policies and agreement to be signed by the candidate and parent together in duplicate. One copy to be returned to parent after proper entry of the office. Parents and student to sign on each page of the Hostel Rules.
6. Medical fitness certificate from any registered medical practitioner.
7. Photocopy of School fee receipt.
8. Receipt of Hostel Fees in original.
9. Receipt of Mess Charges Rs. 5000/- (@ ₹ 1000/- per month)
10. Mobile Number of parents which will be confirmed before allotment of rooms.
11. Two specimen signature of parents.
12. One passport size photograph each of parents and local guardian who will only be permitted to visit and meet their ward in the hostel.
13. Hand written undertaking signed by student and parents for submitting left our documents if any.

Maj S M Mustafa (Retd)
Principal