



RULES & REGULATIONS FOR HOSTEL RESIDENTS

ACCOMMODATION

1 Hostel accommodation shall be available to all registered students of the Institute.

1.1 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute.

1.2 Accommodation would be provided only after paying the requisite fees and rents as decided by the Hostel Management from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.

1.3 No booking/ reservation will be entertained on telephone/ E-mail.

1.4 No student will be allowed to stay in the Hostel without formal admission.

1.5 No married accommodation shall be provided to any student.

1.6 Allotment of rooms shall be the sole discretion of the Hostel

administration, which may allot the rooms either on first-come-first served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.

- 1.7 Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- 1.8 Students are hereby strictly informed that while staying in the hostel, it is highly important to feel responsible to maintain dignity by upholding discipline.
- 1.9 They must obey the hostel warden/floor in – charges.
- 1.10 Valuable things like gold, expensive cameras etc., should not be kept with you while staying in the hostel. It is your responsibility to preserve your Laptops, Money by locking suitcases and bags. If any loss is found, management will not take any responsibility.
- 1.11 Students are not allowed in processing of any kind of Cigarette, Beer, Alcohol, Gutka, Drugs etc., Betting, playing of cards and gambling are also strictly prohibited.

VISITORS

- 2.1 Visitors are allowed into the hostel with the prior permission of the warden.
- 2.2 Only family members listed by the parents are allowed to contact the student.
- 2.3 If any damage is caused to the Hostel property by the visitors, compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned.

GENERAL RULES AND REGULATION

- 3.1 The general complaints of any kind should be noted in the complaint register which is available at the hostel office.
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- 3.3 Any health problem should be brought to the notice of Warden/Floor In – charge for necessary treatment.
- 3.4 The inmates of the hostel must maintain regular attendance at the college. They are not allowed to stay in the hostel during college working hours. However, written prior permission should be obtained from the warden in case the student wants to stay in the hostel on health grounds only.
- 3.5 Hostel students are not allowed to come into the hostel after 3.00 pm for 1st year students and 6.00 pm for remaining students. Those students who are utilizing computer lab, library etc., after the times specified have to submit the permission slip to the security while entering into the hostel.

3.6 Students are strictly directed that after locking their rooms they have to hand over the keys to security and can collect them on returning back to the hostel.

3.7 Students must switch off Fans and lights, before leaving their rooms.

3.8 During public holiday outings, those who seek permission to leave the hostel will have to obtain a written permission from warden. Permission will be given to students those who got permission from parents to leave the Hostel during Holidays/outings.

3.9 Hostellers moving out of campus without permission are strictly prohibited.

3.10 Hostellers must clean the rooms by themselves and throw the dust in the bins in the corridor. If any rooms are found unclean at the time of inspection by the authorities the inmates will be imposed with a fine of Rs.100/-.

3.11 Meetings, Seminars or gatherings are not permitted in the hostel/campus without prior permission of authorities.

3.12 Hostellers should strictly avoid the use of electrical appliances like Water heaters, Electric Kettle, Air coolers if anybody is found using them, the hostel authorities will take possession of the equipment and also impose a fine of Rs.500/-. However, they are permitted to use Laptops for academic purpose only.

3.13 Birthday/Other Celebrations are strictly prohibited in Hostel.

3.14 Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.

3.15 Hostellers are not supposed to bring out any material belonging to hostel. If anybody is found doing so, they will be fined up to Rs.500/- or serious action will be taken against them including expulsion from the hostel.

3.16 Hostellers shall be held responsible for any damage caused to hostel property or any electrical installation/appliances provided to them in their rooms. In case of any damage double the cost will be recovered immediately (or) deducted from their deposit amount.

3.17 Writing indecent words, slogans on walls, sticking posters or notices on the walls/doors etc., either inside or outside the room is strictly prohibited. Violation will be treated as an act of indiscipline.

3.18 Students should not keep objectionable literature; observe photographs or posters in their rooms. Anyone found in possession of them will be fined Rs.100/- and issued a severe warning. If they indulge in the offence second time their admission is liable to be cancelled without any further notice.

3.19 . Any unauthorized usage of Cell Phone will be seized and imposed a fine of Rs.500/-.

3.20 Any manner of noise making will not be entertained, which may cause disturbance to other inmates in the hostel premises.

3.21 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets

or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.

RAGGING

4.1 As per ragging act 1997 ragging in any form is strictly prohibited in the hostel/college premises or anyone found coming this offence indirectly will be liable for imprisonment and with a fine up to Rs.10,000/- and they will be dismissed from the hostel and the college without any notice.

4.2 Any fresher or Hosteller if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non- reporting of the incident by a victim shall also be considered as an offence.

GENERAL NOTE

- All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- High standards of behaviour are expected from the hostel residents.
- If any grievance brought to hostel warden not being satisfactorily taken care of hosteller can also lodge complaint in college official website or may make an appeal to the Director of the Institute through the warden for redressal. The decision of the Director on the matter shall be considered as final and binding.
- Noncompliance of any of the rules or violation of any other rule stipulated in several clauses under various sections, shall be subjected to disciplinary action by the Hostel Management.