



## **Rules and Regulations for Hostel Residents**

### **Purpose**

- ❑ Hostel is the home of resident students on the campus. Rules and regulations have been set for hostel residents in order to create an atmosphere conducive for effective study and to live peacefully in the hostel.

### **Hostel Rooms**

- ❑ Accommodation in the hostel rooms is available only during the semester period. No permission shall be generally given to a student to stay in the hostel after his/her semester examinations are over.
- ❑ Hostel residents must keep their rooms neat and clean.
- ❑ Each resident should check the fittings and furniture in his/her room at the time of occupation, and return them in good condition while vacating the room.
- ❑ Each resident shall be completely responsible for his/her belongings. Residents are warned not to keep valuable goods in their rooms. The Institute will not be responsible for loss incurred due to his/her negligence or any other reason whatsoever.
- ❑ Cooking food in the hostel room is strictly prohibited. In order to avoid fire hazards, no fire producing equipment in the room is permitted.
- ❑ No one should use the belongings of other students without their consent.
- ❑ While leaving the rooms, it must be ensured that the light and fans are switched off failing which will be liable to imposition of fines.
- ❑ Hostel residents should hand over the keys of his/her room only to the Warden or a person authorized.

### **Hostel property**

- ❑ Hostel residents will be personally / collectively responsible for any loss or damage caused to the hostel properties and equipment and other fittings in the common places.
- ❑ Any loss or damage in a particular room will be borne by the concerned hostel resident or residents.
- ❑ Damage to hostel property such as doors, windows, electrical fitting, toilet fitting, glass panes etc. will lead to fine, disciplinary action, and expulsion from the hostel.
- ❑ A general deduction from the hostel security deposit will be made at the end of the year, towards the breakage other than those, which are charged against the individuals.

### **Hostel Warden**

- ❑ Students shall have to abide by the decisions of the respective Hostel Wardens of boys' hostel and girls' hostel, with respect to enforcement of the hostel rules, failing which strict disciplinary action may be taken.
- ❑ The hostel Warden has full authority to check any room in the hostel at any time with or without the help from local administration.
- ❑ The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostellers informed of any changes in the form of notices on the hostel notice boards.
- ❑ No student shall occupy, or interchange, the room allotted without permission by hostel Warden.

- ❑ Hostel residents shall not leave the campus without prior written permission of the Warden. Those who leave without application and permission shall be deemed to be missing and authorities/ parents may be intimated as such.
- ❑ A girl Student must submit the names and addresses of the local guardians with their signature, if any, duly authorized by the parents (or authorized guardian as per declaration in the admission form) in the prescribed form available with the warden.

### **Fees**

- ❑ All students will pay hostel security deposit of 6500/- at the start of the year.
  - ❑ All Boys students (new) need to pay non-AC hostel fee of 59600/- per semester.
  - ❑ All Girls students (new) need to pay AC hostel fee of 80000/- per semester.
- Once student admitted in the hostel will not discontinue Hostel for one year.

### **Visitors**

- ❑ Unauthorized guests or outsiders in the hostel room are strictly prohibited.
- ❑ Guests may be allowed on prior written permission of the Warden.
- ❑ Any student keeping unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the hostel.
- ❑ Male visitors are not permitted at any time into the Hostel for girls.
- ❑ Female visitors are not permitted at any time into the Hostel for boys.

### **General Behavior**

- ❑ Hostel residents should behave themselves on the campus as well as outside in such manner as to bring credit to him/her and to the University.
- ❑ Residents must return to the Hostel by 9 pm daily for their own safety.
- ❑ Decent dress code is to be maintained in the hostel premises.
- ❑ Late entry to the hostel due to Institutional functions, academic commitments, labotary work may be considered on the basis of written application validated by the concerned Subject.
- ❑ Hostel residents shall treat their fellow boarders, institute staff, hostel staff, mess staff with dignity and decorum.
- ❑ Consumption of alcohol and other intoxicants and drugs are strictly prohibited. Anyone found consuming alcohol or drugs will be expelled from the hostel immediately. No enquiry into the matter shall be required.
- ❑ Ragging is a cognisable offence, punishable under the law and is strictly banned. Any student involved in any kind of ragging will be liable for immediate expulsion from the hostel/University.
- ❑ Possession of fire arms, daggers, cycle chains, rods, iron rods or any other kind of weapons are strictly prohibited (Arms Acts.). Hostel inmates found in possession of the above will be handed over to the police or expelled from hostel immediately. No inquiry into the matter shall be required.

Each student must carry identity card whenever she goes outside the hostel and produce on demand from Hostel/University authorities otherwise a fine or disciplinary actions might be taken.

**SOP For COVID-19**

1. The Students should follow batch-wise dinning arrangements decided by the Institute
2. Students should wash their hands on the entry/exit of mess hall
3. Students should avoid the group activities in the hostels such as games which require close proximity etc.
4. Students are advised not to share the clothes, and another items which may become the possible carrier of the COVID-19
5. Students should maintain proper hygiene in the rooms and are encouraged to do Exercise and Yoga to boost the immunity
6. Mess staff should maintain personal hygiene and prepare the healthy meal. The utensils must be cleaned properly. Any negligence reported will be taken seriously and may invite serious actions.
7. Hostel Warden should frequently check the compliance of SOP by visiting the respective hostel. Hostel Warden

**Parent Details:**

- Name of father: \_\_\_\_\_
- Name of Mother : \_\_\_\_\_
- Detail Address : \_\_\_\_\_
- Mob.No of father: \_\_\_\_\_
- Mob. No of Mother: \_\_\_\_\_
- Details of local guardian: \_\_\_\_\_

**Fee Details :**

- Hostel Fee Paid: Yes / No
- Mess Fee Paid : Yes / No
- Room Number Allotted:.....
- Details of the Furniture provided in the Room:

<b>Furniture</b>	<b>Yes/No</b>
Bed	
Mattress	
Cupboard	
Pillow	
Pillow Cover	
Bed Sheet	
Side Table	

**Note: please attach the Xerox copy of recipe (Caution Money, Fee deposited)**

**Signature of the Parent**

**Guardian Signature of the Hosteller**