



## HOSTEL RULES

### 1. SANCTITY

- 1.1 Hostel in an educational institute is a home for the student and colleagues / staff, form a family for generating an homogenous, comfortable, peaceful and conducive to inspirational, educational environment.
- 1.2 In order to achieve this goal and sustaining such environment, it is imperative that the rules, procedures and certain acceptable norms for a disciplined code of conduct as under, have to be followed and adhered to.

### 2. ADMISSION

- 2.1 A responsible person parent / guardian who will comply with the formalities and procedure for admission must accompany the candidate.
- 2.2 No student will be allowed to stay in the hostel without formal admission.
- 2.3 The hostel administration may refuse admission to any student without assigning reasons.
- 2.4 An undertaking (in writing) must be given by the student and his / her parent / guardian as stipulated in the attached declaration form.
- 2.5 All charges / expenses prescribed in the application form or any other documents are subject to change without notice.

### 3. ROOM ALLOTMENT

- 3.1 No choice / change of rooms will be entertained (unless required to, on administrative grounds) and student shall be allotted rooms on first come- first served basis.
- 3.2 Allotment is done on a double / triple occupancy basis (in two or three students per room).

### 4. RULES (GENERAL)

- 4.1 Consumption / use / possession of alcoholic drinks, tobacco / gutkha, cigarettes, narcotic drugs, fire arms and explosives in the hostel premises are strictly prohibited and are liable to severe disciplinary action.
- 4.2 Hostel norms will be strictly followed and adhered to, as under:
  - (a) Hostel will remain closed from 9:30AM to 4:30PM except lunch hours 12:30PM to 14:30PM.
  - (b) No student will remain in hostel during college hours unless permitted on medical grounds (in writing) by either of, the doctor, Dean, HOD and chief warden. Students found staying back in hostel without such permission will be subjected to heavy fine and on repeating the same default, they shall be recommended for expulsion from the hostel.
  - (c) Any breakage or loss / damage to hostel property by the student will be made good by the defaulting student or students staying in the respective rooms / floors in the hostel.
  - (d) Students will keep their respective rooms / and hostel premises clean which are subjected to inspections / checks / search.

- (e) No parties of what-so-ever nature will be held within the hostel premises (without permission of the Dean / Chief warden).
- (f) Man-handling is a crime. No student will indulge / participate in any individual or group leading to a brawl / fight within the hostel premises in what-so-ever circumstances / situation. Students involved in such cases will be recommended for expulsion from hostel / institute.
- (g) Students will be responsible for the safety of their valuable assets.
- (h) Students involved in theft cases will be expelled from the hostel immediately.

## 5. PROCEDURES

**5.1 HOSTEL ENTRY AND EXIT:** All students while entering / exiting the hostel, will make relevant entries in the Entry / Exit Register kept at the Hostel main-gate.

- (a) In case of students leaving the station (local) for their home station or otherwise, during the college hours / days, they will obtain permission (in writing) from their respective HOD, / Dean and submit the same to their respective wardens.

**5.2 REPAIRS / MAINTENANCE**

- (a) Details of all types of repairs to be carried out in the hostel rooms/toilets/baths will be recorded in the Repairs / Maintenance Register by the students and progressed by the maintenance Incharge. The register will be available at Hostel Main Gate. (Fans, tube light, bulbs will be provided only once in a year)
- (b) No student will disfigure his / her rooms / room doors by stickers / writings / drawings etc.
- (c) Spots of throwing liquids and tobacco / gutkha spits if found on any gallery walls / corners near to a particular room, will be subjected to fine to the students staying in those rooms. Alternatively. The defaulters must be reported to the respective wardens.

## 6. MESS-TIMING

**6.1** Food will be served at the following timing:

Breakfast	7.45am	to	9.15am
Lunch	12.30noon	to	2.00pm
Snack	5.00pm	to	6.00pm
Dinner	8.00pm	to	9.30pm

**6.2** No wastage of food will be accepted. Number of helpings shall not be restricted.

**6.3** All suggestions / observations regarding quality of food, desire of change / suggestions for improvement in the Mess services, will be recorded in the Mess-Suggestions Register (kept in the Mess) by the students.

**6.4** Mess Manager or his staff will make the Suggestions Register available as and when desired by the students.

**6.5** No student will indulge in any nature of indisciplined activities involving the mess staff. However, the incident (if any) will be reported to the Mess Manager and chief Hostel Warden for remedial measures.

**6.6** No food will be served in the hostel rooms (except on medical grounds) without permission of respective wardens.

## 7. ATTENDANCE

**7.1** Hostel Main Gate will be locked at 10 pm everyday.

**7.2** All students will revert-back to their rooms for attendance.

**7.3** In case, students miss-out giving attendance to the respective wardens for any reason, they will approach them immediately and have their attendance marked.

**7.4** The onus / responsibility of giving attendance at night will always be that of the students.

**7.5** Late comers seeking entry in the Hostel after 10pm will be subjected to heavy fine / disciplinary action.

**7.6** Hostellers must keep their identity cards with them at all times.

**7.7** 90% attendance is mandatory for all Hostellers to get admission in the next academic year.

## 8. RAGGING

**8.1** Ragging is a cognizable offence.

**8.2** Ragging in any form is strictly prohibited and those who indulge in such activities will be subjected to severe disciplinary action.

This may entail heavy fines / suspension / expulsion from the Hostel / University.

**8.3** Ragging by definition constitutes any one or more of the following acts.

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness, a fresher or any other student.
- (b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or fresher.
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- (g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- (h) Any act or abuse by spoken words, e-mails, post public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student.
- (j) With or without an intent to derive a sadistic pleasure showing-off power, authority or superiority by a student over any fresher or any other student

**8.4** If the individuals committing or abetting ragging are not pin-pointed but circumstantially identified, they shall be collectively punished.

## 9. HOSTEL NORMS FOR GIRL STUDENTS

**9.1** Modesty in dress is expected from students.

**9.2** Students should be present in the Hostel from 6.30pm to 6 am.

**9.3** Attendance will be taken at 6.30pm daily.

**9.4** No student is permitted to go home or stay-out of the Hostel without a written request from the parent / guardian and permission of warden.

**9.5** Visitors **warden.** are permitted to meet their wards in the hostel during weekends with permission of the

**9.6** Guests are not permitted to stay overnight in the Hostel

## 10. NORMS GENERAL

**10.1** All students will adopt respectful approach towards their seniors and Hostel staff.

**10.2** Students in case of any indifference or indiscipline involvement with their seniors or Hostel staff will be subjected to disciplinary action against them.

**10.3** It is in the interest of students that they acquaint / read the Hostel rules, procedures and norms carefully to enable them to lead a peaceful co-existence and pursue their studies with positive bent of mind.

## 11. HOSTEL VISITORS

- 11.1** Visit by male visitors to Girls Hostel and female visitors to Boys Hostel (other than the parents) is forbidden.
- 11.2** Parents may visit hostellers from 4.30pm to 6 pm on working / college days and 9 am to 1 pm on holidays.
- 11.3** Day scholars are not permitted in the Hostel.
- 11.4** Overnight stay by a visitor is not permitted. Parents may be allowed for small duration under compelling reasons / circumstances subject to approval of chief Hostel warden obtained in advance. Approved overnight stay charges will be RS. 150/- per night per person, subject to availability of rooms.
- 11.5** All visitors will fill-in relevant details in the Visitor Register & sign.
- 11.6** Incase where a visitor had an overnight stay in the hostel without the approval of Hostel administration, the host will be charges, Rs. 1500/-per night per person as a penalty and in addition such cases will be subjected to disciplinary action.
- 11.7** Hostel rules / norms will equally apply to the guests also.