

## **RULES AND REGULATIONS FOR HOSTEL RESIDENTS**

### **Allotment of Accommodation:**

1. Hostel accommodation is allotted by the warden in consultation with the Chief Warden/Assistant Chief Warden on a “First Come First Served” basis. The allotment is done on condition that the student agrees to abide by the rules and regulations of the hostel.
2. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/Assistant Chief Warden. However, students can pair up as per their choice within first few days. They may contact their hostel Warden for this purpose.
3. Allotment made to a student is subject to cancellation if he/she fails to clear all their dues to the hostel by the appointed day. In such cases they will be asked to vacate the hostel.
4. Full lodging charges will be charged from the resident scholars even if they joined the hostel in the middle of the session.
5. The Chief Warden/Assistant Chief Warden can refuse hostel facilities without assigning any reason/remove a resident from the hostel at any time on disciplinary grounds, in which case, the student may even be required to vacate the room at short notice.
6. Students may also be required to shift to alternate accommodation at short notice due to administrative reasons.
7. No booking / reservation will be entertained on telephone/Mobile/Whatsapp/ E-mail.

### **Furniture and Equipment**

1. Every Boarder is provided with a chair, a table, a cot & an almirah. He/She will be responsible for the safe custody of the furniture given to him/her. The furniture is not to be removed from one room to another in any case. Every boarder must ensure that no damage is done to the hostel furniture given to him/ her.
2. Tampering with electric installations, removal of cots, furniture and other things is strictly prohibited.
3. If the furniture given to a resident scholar requires repair or replacement, he/she should apply in writing to the hostel warden.

## Hostel Rules

1. All instructions / notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information / orders.
2. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
3. **No boarder is allowed to pay cash to any employ of the college for any work/favor. He/she will be solely responsible for such incident and will be doing it on his/her own risk.**
4. Residents must switch off all lights and fans and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
5. Students are requested to avoid singing aloud, playing of loud music, shouting or making any noise which are likely to distract the attention of those who may be studying in their rooms.
6. Silence hours will be observed from 09.00 PM to 08.00 AM on all days. No noise of any sort will be permitted. Serious action will be taken on the breach of this rule. Residents must not go to others rooms and disturb the inmates. Complaints from other residents will be investigated and action will be taken accordingly.
7. Any kind of Cooking in hostel rooms is not permitted.
8. Substance abuse, consumption of alcohol and smoking is strictly prohibited in the hostels and in the Campus. No one is allowed for partying in the rooms, in the corridors or anywhere in the hostel premises whatever be the occasion. Defaulters will be imposed with fines of Rs. 1000/- to Rs. 5,000/- .
9. Any damage / breakage of hostel property will be charged to the occupants of the room / block with additional fine. Disciplinary action will also be initiated.
10. The Chief Warden/Assistant Chief Warden/Warden or their representative may enter any room for checking/verification at any time of the day or night.
11. The Management reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived or where the student is absent from his / her room for a long period without prior information or any valid reason. On such

occasion, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities. No complaints of breakage or loss will be entertained.

12. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
13. All the residents of the hostel have to get their attendance marked between 9.30 PM to 10.30 PM in the register provided in the hostel office. In case of failure to do so, the list of students shall be sent to the Principal's Office and the parents shall be informed of the same.
14. All residents are expected to extend their fullest cooperation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit / Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Warden for further action.
15. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mates / neighbor(s) coming to their notice to the Warden through security supervisor or directly.
16. The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. Giving the room keys to any person in good faith is at their own risk. The management will not take any responsibility for any loss of such costly articles/money. They may deposit all sum of money not immediately required by them for their expenses in the local Banks. The residents must lock the rooms and their lockers with their own locks.
17. **Security of ATM/Debit cards/wallet:** All residents must take care of their ATM/Debit Cards/wallet. They must not disclose their PIN to anybody – even to their best friends.
18. Residents who wish to vacate the hostel must meet the warden for necessary formalities / advice. Permission of the student's parents along with written documentation is mandatory.
19. Every resident scholar is supposed to display his/her time table in the room. He/she must attend the classes regularly and punctually according to the time table. If he/she is found in his/her room during the lecture he/she will be fined. If he/she is found repeating this mistake his/her guardian will be informed and the student is likely to be expelled from the hostel for habitual absence.
20. **A boarder guilty of infringement of the above code of conduct will be liable to punishment in the form of heavy fine or even expulsion from the hostel as well as from the institute, depending upon the seriousness of the offence.**

### **The hostel timing will be strictly adhered to:**

1. For the girls hostel, the gates will be closed by 07:00 pm in summers & 06:00 pm winters. The gates will open only at 07.30 am.
2. For the boys hostel, the gates will be closed by 09:00 p.m in winters and 09.30 pm in summers. The gates will open only at 05.30 am.
3. Students who wish to go to any place such as railway station and airports etc., to catch late night trains or flights must take prior permission at least one day in advance from the Warden. The students are to leave the hostel by 5 PM and reach the railway station or airport in day light and wait in the lounges to catch trains or board flights. It is unsafe to travel on the deserted roads at night.
4. Residents returning late to their hostels will be fined. The parents of such residents will be informed. Repeated offenders will have to face the disciplinary committee and may even have to vacate the hostel in extreme cases.

### **Arrangements at the Time of Vacation**

1. **All hostel students (Boys & Girls) will vacate their rooms before proceeding on summer/winter vacation and industrial training i.e. just after taking their final examinations of even/odd semester.**
2. A separate cloak room will be made available to keep their bulky belongings while proceeding on vacation/training. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloak room. However, students are advised to carry their valuables like laptop, mobiles, i-Pods and other high value books and items with them.
3. Students who have kept their belongings in the cloak room should positively report on or one day before the reopening day and move to their respective rooms. Students who come late will not be entertained for any loss of property.

### **Vehicle and Parking**

- Residents are not permitted to have any type of motor vehicles. Management does not take responsibility of the vehicles. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited.

### **Visitors**

1. All the visitors including parents / guardians must be entertained only in the visitors lounge and during visiting hours only. No outsiders are allowed to stay in the hostel.
2. The entry of all males is strictly forbidden inside ladies hostels. Likewise ladies are not permitted to enter the gents' hostels.
3. Lady guests, even mother and sister(s) of the male resident scholar are not allowed to stay in their room/ guest room or any other room of the boys hostel.
4. Male guests, even father and brother(s) of the female resident scholar are not allowed to stay in their room/ guest room or any other room of the girls hostel.
5. Day scholars, local relations, friends or cousins cannot be considered as guests.
6. A boarder keeping a guest without permission is likely to be expelled from the hostel.
7. The boarders can receive only approved visitors at timings shown below:

**Saturday, Sunday & Holidays: 2.00 pm to 6.00 pm**

### **Damage of Hostel Property**

- Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

### **Maintenance of Rooms**

1. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature without the written permission of Chief Warden/Assistant Chief Warden.
2. All maintenance complaints will be attended to by hostel office. Complaint(s) must be entered in the register(s) available with Clerk/Attendant/Security Supervisor in their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/Assistant Chief Warden. Residents are not permitted to employ any outsiders for any such job without permission of Assistant Chief Warden.

3. Residents must bring to the notice of the Clerk/Attendant/Security Supervisor any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings.
4. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and cleaned while the residents are in the room. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept. All waste paper and refuse must be placed in receptacle provided for that purpose. Keep the toilets clean. It is the duty of residents to maintain cleanliness in the bathroom and toilets.
5. Any private unauthorized electric appliances like T.V., Refrigerator, Water Heater etc., found in any of the rooms without permission will be confiscated and disciplinary action will be initiated.
6. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage, etc. in the bathrooms should be immediately reported through Supervisors.

### **Complaints and Representations**

1. Complaints if any, applications shall be made in writing addressed to the Warden / Chief Warden and handed over to the hostel Clerk/Attendant/Security Supervisor. Complaints will be resolved expeditiously by the Wardens themselves. Advice and assistance of the Chief Warden/Assistant Chief Warden will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.
2. Residents of the hostels are not permitted to convene meeting of any sort in the Hostel premises without the prior permission of the Chief Warden/Assistant Chief Warden. Disobedience of this rule will be severely dealt with.
3. The Wardens are available round-the-clock on telephone and may be contacted in case of any emergency. Their telephone numbers are displayed at various places in all the Hostels.

### **Sickness/Medical Emergency**

- If a resident falls sick, he/she or room-mate /friend must immediately inform the wardens who will make arrangements to shift/evacuate the student to the hospital and look after him/her. All cases of sickness must be immediately reported to the Medical Officer, at the Out-Patient/emergency for necessary treatment. In case a resident is unable to leave the room and go to the hospital, the

matter must be reported to the Chief Warden/Assistant Chief Warden. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the college authorities on priority.

### **Absence from Hostel**

When a resident of hostel wishes to leave the hostel/station on vacation / holidays or otherwise the following action will be ensured.

- No student should stay away from his/her room during the night except with prior written permission of the Warden/Assistant Chief Warden. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the Gate Pass/permission of Warden/Assistant Chief Warden in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in every hostel. It is mandatory in all such absences to record departure/return date and time and place to which they are going with the postal address and mobile number. Disciplinary action/penal fines will be levied on defaulters.

### **Mess Rules**

1. Breakfast/Lunch/Dinner will be served on buffet basis.
2. Menu will be as decided by the Chief Warden/Assistant Chief Warden.
3. The quantity of food will be unlimited except in the case of special items.
4. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
5. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
6. Students on no account whatsoever will be permitted to take food outside the mess unless arranged by appropriate authority. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
7. No food will be served in the rooms of the hostel for any student unless a permission from the warden to the effect that the students' condition requires the food to be served in their rooms.
8. No diner shall waste food. Paying mess charges does not entitle a diner to waste food.
9. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
10. All diners shall interact with the mess staff in the dining hall in a courteous manner.
11. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

12. If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the warden to arrange for the same at the mess.
13. The guest rates for the hostel mess will be decided by the management and are subject to revision from time to time.
14. Mess Timings : The mess timings are as follows and the students should adhere to these timings:
  - Breakfast : 7:30 AM to 8:50 AM
  - Lunch : 12:20 PM to 1:50 PM
  - Tea time : 5:00 PM to 6:00 PM
  - Dinner : 8:00 PM to 9:30 PM

Subject to variations, if timing of classes change due to any reason.

### **Ragging**

1. Ragging is strictly prohibited inside or outside the hostels. Strict action will be taken against those indulging in ragging. Any such incident should be brought to the notice of the wardens. The contact numbers of the members in the anti-ragging committee will be displayed and provided to all the students and may be contacted at any time.
2. Suspension or withdrawal from the hostel/college is one of the actions taken immediately.
3. Supreme Court has also defined ragging as a criminal offence. This includes imprisonment for three years.

### **Celebration of Birthdays**

1. It shall be with prior written permission of the Warden/Assistant Chief Warden.
2. It shall be held in a common place for one to two hours between 12.00 pm to 02.00 pm.
3. There shall not be any kind of physical discomfort.
4. No outside guest will be allowed.
5. Violation of the rule shall be penalized

### **Special Prizes and Commendations Certificates**

Special prize and commendation certificate will be awarded to the resident scholar of hostel during the session as follows:-

1. All round best resident scholar.
2. Best captain/block proctor of the house.



3. A boarder with excellent behavior.
4. A boarder with neat and clean room.
5. Other prizes to be decided by the principal.