



HOSTEL RULES & REGULATIONS

1. GENERAL:

- 1.1 The constituent Hostels provide residential accommodation for BOYS AND GIRLS student with boarding facilities.
- 1.2 Separate accommodation is available for boys and girls.
- 1.3 Dean of the campus is the Warden of the Hostels. Warden is assisted by the Deputy Warden and Resident Counsellors for the management and supervision of the hostels.
- 1.4 The hostel rules and regulations framed by the Warden and Deputy Warden from time to time shall apply to all the hostel residents.
- 1.5 The Resident Tutors of a Block shall stand in "Loco Parentis" to all students in residence in that Block.
- 1.6 The Warden shall be vested with power to interpret and enforce the rules and regulations with respect to hostel Admissions/ Readmissions.

2. ADMISSION:

- 2.1 Application form for admission to the hostel will be available in the hostel office it should be filled and submitted before the commencement of every Academic year.
- 2.2 The inmate of the hostel will be admitted initially for a period of one academic year only.
- 2.3 However they are eligible to apply for readmission to the hostel in the subsequent years, but the admission will be decided by the Warden based on the conduct of the inmate in the previous year.
Readmission will be considered only if the dues are cleared.
- 2.4 **Admission to the hostel is not done by way of any right.** The accommodation is provided to the students to pursue their education in homely atmosphere and to facilities the student to spend more time towards study.
- 2.5 Every student before he/she is admitted into the hostel must give an undertaking in writing that he/she will abide by the rules of the hostel and he/she will subject to any disciplinary action imposed on him/her by the Authorities.
- 2.6 After admission, no student shall leave the hostel
 - i. Without the written application from his or her parents.
 - ii. Without the written permission of the Deputy Warden.
- 2.7 Student desirous of having hostel accommodation during the summer/winter vacation shall submit their applications to the hostel office well in advance. They will be allotted rooms in one of the hostel blocks specified for summer vacation. They shall pay Hostel stay Extension charges at the prescribed rates.
- 2.8 The cost of furniture and fitting incase of any Damage or Loss will also be recovered. The Residents who are desirous of returning to the hostel shall make a format application for readmission before the start of the next Academic year.
- 2.9 **The Warden/Deputy Warden has the right to refuse admission/readmission to anyone without assigning any reason.**

3. LODGING:

- 3.1 Allotment of rooms shall be made by the residential staffs by the orders of the Deputy Warden.
- 3.2 No room shall be occupied by a resident without payment of all the hostel fees and mess advance.
- 3.3 No resident shall be admitted to the hostel mess for boarding without the production of the hostel fees receipt.
- 3.4 Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission from the Deputy Warden. Violation of this rule will result in the expulsion of the concerned students from the hostel.
- 3.5 Residents may be shifted from one room to another without assigning any reason by the Residential Counsellor in consultation with Deputy Warden.
- 3.6 Hostel furniture shall not be removed from one room to another under any circumstances. Residents of the respective room are responsible for the furniture and fittings in their rooms. The cost of furnitures and fittings (as in Annexure-1) will be recovered from them in case of damage or loss along with the fine of Rs.1000/-
- 3.7 Students are Not allowed to use Electric stoves, Heaters, Iron Box, any other electric items etc., in the Rooms.

- 3.8 All the rooms, doors and windows should be kept tidy and clean. A fine of RS.2000/- will be levied for disfiguring of Doors, windows, glass panels, furniture and walls of room from the resident(s) of the room in addition to the amount needed for repairing the above.
- 3.9 A collective fine of Rs.3000/- will be collected in addition to the replacement cost from the residents of the respective wing/ floor for disfiguring veranda, bathroom and other common facilities in addition to the hostel blocks.
- 3.10 A collective fine of Rs.5000/- will be collected from the residents of the respective block for disfiguring the common room and damaging the properties of the hostel blocks, in addition to the replacement cost.
- 3.11 Residents are instructed to switched off the lights and fans whenever they go out of the rooms to save electric power. A fine of Rs.250/- will be collected from the resident(s) of the rooms, who violate(s) this instruction.
- 3.12 Residents are instructed to switch off the lights in their room between **11.00 PM** and **5.30 AM**. If any of the occupants is uncomfortable with lights switched on during sleeping In such case, residents shall make use of common room for studying.
- 3.13 The above said activities of the residents will be subjected to severe disciplinary action also the above said violation will be personally inspected by the Deputy Warden and he has the right to levy fine if any such damage is done.

3.14 BOYS:

The residents are not permitted to stay away from the hostel beyond **6.30 PM** without prior permission from the Deputy Warden. Resident Counsellors are permitted to follow varied time to allow the residents of their respective blocks in consultation with Deputy Warden.

3.15 GIRLS:

The residents are not permitted to stay away from hostel beyond **6.00 PM** without prior permission from the Deputy Warden. Resident Counsellors are permitted to follow varied time to allow the residents of their respective blocks in consultation with Deputy Warden.

- 3.16 No residents shall absent himself / herself from the hostel without obtaining prior permission. If a member finds it necessary to leave the hostel on personal matter, he/she shall report before his/ her departure the reason for his/her absence in writing to the Resident Counsellor. **Guest / visitors are NOT permitted to enter in any room allotted to the residents of the hostel.**
- 3.17 Any residents who violates / helps to violates the rule under 3.9 will be levied a line of Rs.1000/- and will be evicted from the hostel by the hostel authorities.
- 3.18 The Inmates are requested to ensure the safety of their belongings in the rooms.They are advised not to keep your valuable items (Gold ornaments, costly mobile phones, laptop and other electronic gadgets,etc.) during your stay in the Hostel, If you have any such valuable things, keep under lock and key at your own risk. Hostel Authorities will not be responsible for any loss if occurs.

4. BOARDING:

The details of Boarding and Lodging charges for the students are available at the Hostel office.

5. MESS CHARGES:

- 5.1 Mess charges will be due from the date of joining of hostel.
- 5.2 The Mess charges per month shall be based on the diving system and it will be displayed on the notice board.
- 5.3 No guest permitted to dine in the mess. Residents found entertaining guests will be fined for Rs.1000/- and may be expelled from the hostels.

6. MESS TIMING:

6.1 The following will be the mess timings:

WORKING DAYS		
Timings	From	TO
Breakfast	7.30 AM	8.45 AM
Lunch	12.30 PM	1.45 PM
Dinner	8.00 PM	9.00 PM

The members shall adhere to these timings strictly. Supply of food cannot be assured after the prescribed time and no deduction can be claimed from the mess bill for the same.

- 6.2 The Mess Fees of each student and the last date for paying the Mess fee will be displayed on the Hostel Notice Board. The inmates who are not in a position to pay the fees within the stipulated time will not be permitted to use the mess facilities, until they have paid the mess fees (They cannot dine in the mess even as guests). If necessary, the details of the mess dues will be intimated to the department concerned and their parents.
- 6.3 If fess paid after the due date, then the **penalty will be generated on weekly basis.**
- 6.4 The authorities of the hostel have rights to intimate the mess dues to the parents and also take legal and other measures to collect the dues from the students and their parents/guardians. Any dues in the hostel will also be reported to the DEAN for further action. The Regional campus may not permit the inmates to appear for their exams unless they clear their mess dues.
- 6.5 The inmates are entitled to stay in the hostel only when they board in the hostel mess. However, an inmate is allowed to stay in the hostel without dining in the mess only during the period of his/ her suspension from mess. That too for one month alone. If he/she does not pay mess due, he/she will be terminated from the Hostel.
- 6.6 The Students requesting permission to go out of the Hostel on **“What so ever reasons will do so at their own risk and the Hostel Authorities will not be responsible for any mis happenings at the time the student is outside the Hostel”.**
- 6.7 **The Warden has every right to discontinue Hostel facilities for any inmate found guilty in any case of misconduct/ non-payment of dues.**
- 6.8 At the time of admission/readmission, the parent/guardian will sign an undertaking to the Hostel Authorities that their wards will abide the rules and regulations governing the Hostel. **ACTION TAKEN FOR THE MISCONDUCT OF ANY INMATE WILL HAVE TO BE ACCEPTED BY THE PARENTS.**
- 6.9 The inmates are not permitted to keep their vehicles like Bike/Car (Only Bicycle will be Permitted) in the hostel and college premises. If found, vehicle (bike / car) will be ceased from hostel authorities and also the inmates violating this rule will be expelled from the hostel immediately in hostel and college premises
- 6.10 The inmates should pay their dues through the bank challans / DD/ online mode. They are not permitted to use the services of Hostel Staff. The inmate who wishes to bring the nuisance inconvenience caused by any inmate / inmates may report to the concern authorities.
- 6.11 Dining is strictly prohibited outside the Dinning Hall. Any food/ drinks should not be taken to rooms or to any other place outside the dinning hall. If any of the resident takes food / drinks outside the dinning hall, Fine of Rs.250/- will be levied.
- 6.12 Rules 6.11 will not be applicable to members who fall sick and unable to take the meals in the dinning hall. If an inmate is sick and seeks special food the same may be requested from the Residential Tutor. Differently-able students can seek special assistance, if any from the warden.
- 6.13 The inmates are not entitled to claim any more facilities other than the existing facilities.
- 6.14 Outside food is not allowed inside the Dinning hall/ Hostel rooms.
- 6.15 Dress code must be followed inside the Dinning Hall.

7. MANAGEMENT OF THE HOSTEL:

Apart from the authorities for management of hostel, student representatives will be elected to help in the smooth functioning of the Hostel Mess.

8. DISCIPLINE:

- 8.1 Members shall not issue orders to hostel employees or interfere in the works. Misconduct of hostel employee shall be reported to the Deputy Warden with full particulars.
- 8.2 The inmates are warned to strictly abstain from **SMOKING & DRINKING** in the hostel premises. If found any, they will be terminate from the hostel by the warden.

- 8.3 Consumption and/ or possession of toxic drinks or drugs within the hostel and institute campus are strictly prohibited. Any resident entering the hostel after consuming of toxic drinks or drugs outside the campus is also prohibited. Any resident violating this rule will be expelled from the hostel.
- 8.4 Inmates who are found to be under the influence of **NEURO-TOXIC STIMULANTS** in the hostel premises or who are found to be in possession of or who are found to persuade other inmates to take Neuro-Toxic Stimulants will be immediately dismissed.
- 8.5 Inmates who engage in **RAGGING** or any other undesired activities will be immediately dismissed. The State Govt. G.O'S or any other regulations will be strictly followed in this matter.
- 8.6 Members are requested not to tip any employees of the hostel.
- 8.7 Members are not allowed to put up notices or convene meeting or take out procession of any sort within the hostel area.
- 8.8 Residents are instructed to maintain silence and not to create any sort of disturbance such as **playing music, creating noise etc. between 9.00 p.m. to 6.00 a.m.**
- 8.9 Any violent activity within the hostel and institute campus will result in expulsion of the concerned resident from the hostel.
- 8.10 The resident are advised to carry with them the identity cards issued by the University, whenever they go out of Hostel rooms or University campus.
- 8.11 **Utmost decorum and decency must be maintained in the University campus when boys and girls students move with each other.**
- 8.12 Unauthorized screening of any film or video anywhere within the Hostel premises is totally forbidden.
- 8.13 Hostel facility is extended to the outstation students to pursue the study in a more comfortable atmosphere.
- 8.14 Birthday/Other Celebrations Strictly Prohibited in the Hostel.
- 8.15 The above rules and regulations are not exhaustive. The Hostel authorities / University authorities are empowered to bring in any new rules and regulations without any notice as and when the situation warrants.

9. ATTENDANCE:

- 9.1 Attendance of the Students in the Hostel will be Strictly followed through Biometric Attendance Machine. The Hostel Out Time will be 8:45 AM and In Time will be 6:00 PM.
- 9.2 During College Working hours without prior Permission, Students are not allowed to Stay in the Hostel. Therefore any resident staying in room during the working hours of the college without valid reasons will be expelled from the hostel.
- 9.3 Students should Mandatory to study during Study Hours in the Evening from 6:30 PM to 8:00 PM.
- 9.4 During Study Hours No One will be permit to Roam in the Hostel and to use Moblie phones/ Laptop. Mobiles/ Laptop of those at fault will be confiscated.

10. REPRESENTATIVE / COMPLAINTS:

- 10.1 Any letter of representation/complaint regarding the hostel shall be addressed to the Deputy Warden.
- 10.2 It is related to the block, if shall be routed through Resident Counsellor to the Deputy Warden.
- 10.3 For any clarification / counselling, the residents are welcome to meet the hostel officials at any time.
- 10.4 Any grievances may also be reported to the warden/ Deputy Warden at any time.

ANNEXURE – 1

S.NO	Name of the furniture / fitting	Amount (Rs.)
1	Light Fitting	500
2	Steel / plastic chair	1000
3	Book Shelf / Rack	2000
4	Fan	1500
5	Cot	3500
6	Table	2500