



## HOSTEL RULES AND REGULATIONS

### I. BEHAVIOUR AND DISCIPLINE

1. Hostellers are expected to display acceptable form of behaviour, maintain discipline and decorum in the hostel complex.
2. Smoking is prohibited.
3. Use of mobile phones is not permitted during study hours.
4. Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex are not allowed.
5. Parties, social or political gatherings in the hostel complex are not permitted under any circumstances
6. Hostellers must return to the hostel by 7.00 p.m everyday and are not allowed to leave the hostel before 6 a.m.
7. Study hours will be maintained between 8.00 p.m and 10.30 p.m everyday. Absolute silence must be maintained during the study hours and between 10.30 p.m to 5.30 a.m.
8. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostellers at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television, Radio etc provided in the common room must be switched off or volume toned down after 10:30 p.m. These rules are intended to ensure a conducive environment for all hostellers.
9. Vandalism is a very serious offence. Hostellers found guilty of committing such an offence can be expelled from the hostel immediately. The compensation for property damage will be recovered from the culprit(s).
10. In case of any unacceptable behavior by the room-mate, one must report it to the University authorities.
11. The hostellers will be allowed to go home / stay out of the hostel on submission of proper application duly authorized by parent and only if the permission is granted in writing by the Assistant Warden/Care taker and countersigned by the Deputy Warden.
12. Celebrations of any kind, including birth day is totally prohibited inside University hostel premises.

### II. UPKEEP OF THE HOSTEL

1. Hostellers are responsible for keeping their rooms and the common areas in the hostel such as visitors area, bathrooms, stair case, and common room etc clean and tidy at all times.
2. All fans, lights and other electrical appliances must be switched off when not in use.
3. Cooking, making tea etc. is not permitted in hostel. However, use of electric iron box is permitted for pressing the clothes at common space provided in the ground floor.
4. Common hostel furniture must not be moved without the permission of the Assistant Warden/Caretaker.
5. Any damage to the hostel property must be reported immediately to the Assistant Warden/Caretaker. Hostellers will be charged for all damages except damages caused by normal wear and tear.
6. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
7. The hostel management reserves the right to make spot checks on the hostel rooms without having to give prior notice to the students.
8. Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the direction of the Assistant Warden/Caretaker. However, every effort will be made to respect the privacy and dignity of the Hostellers.
9. The hostel management reserves the right to move Hostellers to other hostel units if necessary.

### III. VISITORS

1. Visitors including parents are allowed only into the visitors area of the hostel during the visiting hours as follows. Weekdays: (Monday-Friday) - 4:30 p.m to 7:00 p.m & 7:30 a.m to 8:30 a.m. Weekend : (Saturday, Sunday) and holidays- 7:30 a.m. to 7:00 p.m
2. All visitors must register at the guard house and provide all details and documents for proof of genuineness as requested by Security before entering the hostel complex. All visitors must leave the hostel complex by 7:00 p.m.
3. Hostellers are not permitted to allow visitors of the opposite sex into rooms at any time for whatever reason. Hostellers found violating this rule will be evicted from the hostel.
4. Non-Hostel students are not permitted into the hostel without the permission of Hostel Authorities. The student who violates this is answerable to the Warden.

### IV. RENTAL

1. Hostellers are required to pay their fees in advance. The fee is to be paid on yearly basis and must be paid at least 15 days before the beginning of each academic year.
2. The hostel management reserves the right to increase the rental by giving one months notice.
3. The mess of all hostels shall function as a single integrated unit and shall not under any circumstances be subdivided into any kind of groups. Mess timings will be as follows:  
Break fast (Morning) 7.30 a.m to 8.50 a.m Lunch 12.30 p.m to 1.20 p.m  
Snack with tea (evening) 5.00 p.m. to 6.00 p.m Dinner 7.00 p.m to 7.50 p.m
4. Mess fees is fixed for a year. Menu will be prepared by the management.

5. There is no provision for refund/carry over of any fees under any circumstances.
6. During the room allotment, check and confirm the properties available at the room. If any damages, then inform to the hostel authorities.
7. At the time of vacating the hostel, if any damages are found at the room, then all the inmates of the respective room are responsible.

**V. TERMINATION OF TENANCY**

1. Hostellers can terminate the hostel tenancy by giving at least one months written notice.
2. The hostel management can end this tenancy at any time if: (a) the hosteller fails to pay any sums due to the hostel within fifteen days of the due date (b) if the hosteller fails to comply with the terms of this tenancy.
3. Admission in the hostel cannot be claimed as a matter of right.
4. No refund will be made for students expelled from Hostel for disciplinary action. Also, if a student vacates hostel after 2 months of joining in hostel no refund will be made.

**VI. SECURITY**

1. Hostellers are required to carry their hostel card at all times in the premises of the hostel complex and produce it on demand by the hostel authorities.
2. Hostellers are advised to lock all doors at all times for security reason.
3. The hostel management is not responsible for any loss of private property. Hostellers are strongly advised to keep under safe custody all the valuables e.g., Laptop, Mobile, Watches, Money etc at all times.
4. Hostellers are not permitted to change rooms or sleep anywhere other than in their allotted room.
5. Any hosteller who find his/her room-mate missing for more than 24 hours, must report to the Assistant Warden/Caretaker immediately.
6. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place and cooperation of hostellers will be very much appreciated.
7. Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as T.V, VCR, Speaker, Heater, Iron, Oven etc., in the rooms is also prohibited.
8. Pets are not allowed in the hostel complex.

**VII. LATE NIGHT PASSES**

1. Hostellers should return to the hostel within the stipulated time. Occasionally, if the hosteller expects to be late (beyond 7:00 p.m), he/she should obtain a late night pass from the Assistant Warden/Caretaker in advance and this pass must be produced to the security guard on returning to the hostel.

**VIII. EMERGENCY**

1. In case of any emergency, please contact the security guards at the guard house or call Hostel/University authorities. Important telephone numbers are provided with guidelines.

**IX. REVISION OF RULES AND REGULATIONS**

1. The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hosteller informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

**X. COMPLAINTS AND SUGGESTIONS**

1. Any complaints, suggestions or enquiries are always welcome.

**DECLARATION BY THE STUDENT**

If at any time the Hostel Warden finds, that I am not obeying the above mentioned rules, I will accept any punishment including expulsion from the hostel. I will not make any appeal either legally or otherwise against the punishment given by the Warden and the hostel authorities. I have received the copy of rules and regulations of the hostel.

Date :

Place :

Signature of the Student

**JOINT DECLARATION BY THE PARENT / GUARDIAN**

I \_\_\_\_\_ F/o \_\_\_\_\_ am aware of the declaration given by my ward. I will not make any appeal either legally or otherwise against the punishment given by the Warden for the violation of the rules and regulations of the Hostel by my ward.

Date:

Place :

Signature of the Parent / Guardian