

# **HOSTEL RULES AND REGULATIONS POLICY**

The rules and regulations as stipulated below are applicable for all the inmates of hostels. Boys and Girls are provided with separate hostels. All the inmates admitted to the hostels are to conduct themselves be fitting to the reputation of the institution.

## **12.1 ADMISSION & ACCOMMODATION**

- Students seeking hostel accommodation are required to apply in the prescribed application which is available in the office.
- The requisite fee for hostel & mess has to be paid each year in advance. The fee receipt is to be produced before the deputy warden for admission.
- Students are allocated specific rooms and they have to stay in the room allotted to them. Change of room is not permitted until and unless written permission is obtained from the hostel authorities.
- For any requirements he/she is required to approach the deputy warden concerned.
- Each student is expected to share (four each) in a room allotted to them.
- Students are not allowed to carry food to their rooms under any circumstances and are also not supposed to bring the day scholars to the mess and rooms.

## **12.2 CLEANLINESS IN HOSTEL**

- Students are responsible for cleanliness of their rooms.
- All waste paper and rubbish must be placed in dust bins provided for that purpose. Members should keep the room scrupulously clean. Soiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown around in the rooms, terrace and premises. Writing, sticking handbills, posters etc. should be strictly avoided.
- Cooking in the room is strictly forbidden.
- Students are not allowed to remove any article furniture, other fittings or lights, belonging to the hostel. Any damage to the hostel property including driving in nails and defacing of walls, fixtures or furniture will be recovered from the individual concerned. If the person is not traced, the members of the wing or flat concerned will be held responsible. In case of wanted damage in addition to recovery cost of repair the deputy warden might impose a suitable fine.

## **12.3 RESPONSIBILITY OF STUDENT PROPERTY**

- The hostel or college authorities do not hold themselves responsible for any loss of private property by students residing in the hostels.
- Students are advised in their own interest not to keep money and other valuables in their rooms. They shall not lock their rooms when they leave the hostel during the college vacation. The warden may order the breaking open of any locked room during the vacation if that becomes necessary.

#### **12.4 HOSTEL DISCIPLINE**

- Ragging is strictly prohibited.
- Anything which interferes with student's studies must be avoided at all times.
- Study hours should be properly observed and students are not allowed to go around during study hours. They are supposed to be present in their respective rooms. Attendance will be taken every day during study hour. No noise of any sort will be permitted during the silence hours.
- Students should not sing aloud, whistle, shout or make noise which are likely to distract the attention of those who may be at their studies. Playing of stereos, Radios, tapes and cell phones etc. also amounts to disturbance and is prohibited.
- No student should leave the station or stay away from his/her room during the night except with prior written permission of the warden. Residents of the hostel should return to the hostel before 6.00 p.m
- Hostellers are not permitted to bring day scholars inside the hostel under any circumstances.
- Warden or Dy. Wardens may enter any room for verification at any time of the day or night.
- Students are not allowed to celebrate birthdays and any festival in the hostel.
- Smoking, chewing pan, panmasalas, gutkha or taking intoxicating drinks in the campus including the college and hostels is strictly prohibited.
- Loitering in the corridor or college and hostel campus is not allowed.
- No circular or subscription list shall be taken except with the permission of the warden.
- Students willing to have computer system in their room should get written permission from warden. No speaker and headphones are allowed along with the system.

#### **Visitors**

- Visitors are not allowed to be in the hostel after 6.00 p.m

- Visitors should report to the deputy warden and wait in the hostel office to meet the inmates.
- Visitors are not permitted to go inside the hostel rooms.

### **12.5 VACATING FROM THE HOSTEL**

- Students are not permitted to vacate the hostels during the middle of the academic year. At the end of the year/course, they have to submit permission letter to vacate and after due approval from the deputy warden they can vacate. All inmates need to strictly adhere to the timings.
- Students, who are suspended due to disciplinary action, have to vacate the hostel and only on completion of disciplinary proceedings he/she will be readmitted to the hostel.
- All fees including/fine will have to be paid before vacating and no due certificate has to be submitted to the hostel office.
- Principal will be the warden of the hostel and his decision will be binding/final in case of matters pertaining to the hostel.