

HOSTEL RULES & REGULATIONS

1. ADMISSION

- 1.1 Application for admission to the Hostel shall be made in the prescribed form to the Centre Incharge/Hostel Warden.
- 1.2 Every Student before admission to the hostel must submit an undertaking duly signed by him/ her and Parent/Guardian in writing that he/she will abide by the rules of the hostel and he will submit to any disciplinary action imposed on him by the authorities.
- 1.3 After admission, no Student shall leave the hostel.
 - (a) without the written request application from his father or guardian
 - (b) without the permission of the Warden.
- 1.4 At the end of each hostel year, existing hostlers who are desirous of returning to hostel, shall, before they proceed on vacation, submit an application for readmission. But cannot claim as a matter of right for readmission to hostel for the succeeding year/s.

2. LODGING

- 2.1 Allotment of rooms shall be made by the Warden and shall be strictly adhered.
- 2.2 No room shall be occupied by a Student without payment of room-rent inclusive of electricity charges for the whole year at the time of admission.
- 2.3 No Student shall be admitted to the hostel for boarding without the production of the room rent receipt.
- 2.4 Hostlers must occupy the room allotted to them and not change rooms without the permission of the Hostel Warden. Violation of this rule will result in the expulsion of the concerned hostlers from the hostel.
- 2.5 Hostlers may be shifted from one room to another by the Hostel Warden without assigning any reason.
- 2.6 Hostel furniture shall not be removed from one room to another under any circumstances. Hostlers are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of "damage or loss" to the hostel property.
- 2.7 Hostlers are not expected to use extra electrical fittings in their rooms.
- 2.8 All hostlers are expected to be in their rooms by a reasonable stipulated time in the night, unless specially permitted by the Hostel Warden.
- 2.9 No hostler shall absent himself from the hostel without prior permission of the Hostel Warden. If a hostler finds it necessary to leave the hostel on private affairs, he/she shall report for his/her absence in writing to the Hostel Warden (the reasons) before his/her departure.

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- 2.10 Guests of hostlers are permitted to stay in the hostel only for three days with prior permission of the Warden.
- 2.11 All guests of the hostlers who stay overnight in the room of the hostler shall enter their names in the Guest Register and ensure that prior permission from the Warden is obtained.
- 2.12 All guests of hostlers may go to the room of the hostler only after they sign in the guest register.
- 2.13 Lady guests are not permitted entry to the gents hostel block.
- 2.14 No guest who is ill or who has come for medical treatment shall be permitted to stay in the hostel.
- 2.15 The hostler who wants a guest to stay in his/her room for any period, subject to rules in force at that time, may be required to pay service charges as may be fixed from time to time.
- 2.16 The hostel management does not accept any liability for the property left in the rooms.

3. BOARDING

- 3.1 The mess charges per month shall be based on the dividing system maintained by the Mess Managing Committee shall be monitored and approved by Hostel Warden.
- 3.2 Charges for extra items in the mess shall be fixed periodically by the Mess Committee in consultation with the Hostel Warden and shall be approved by the Hostel Warden.

4. DEFAULTERS

- 4.1 Hostlers shall pay their mess charges along with the establishment charges on or before the 10th of every month. Thereafter a fine of Rs.5/- (five) per day will be levied upto the 15th of that month. Those who fail to pay the dues by 15th will not be permitted to take food in the mess and will be notified as defaulters and their advance will get adjusted towards the mess dues. Such defaulters can be re-admitted only after payment of readmission fee and mess deposit again. They will also be required to produce a written undertaking to the effect that they will not be at default again in future in payment of dues.
- 4.2 Habitual defaulters may be required to bring their parents/ guardians for a personal assurance regarding regular payment.
- 4.3 A defaulter who does not settle his dues within one month after being declared a defaulter is liable to be expelled from the hostel.

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5. REDUCTION OF MESS CHARGES

- 5.1 Outmess may be claimed for a minimum of 5 days at a time and maximum of ten days permissible per semester unless it is on medical grounds or other extraordinary circumstances.
- 5.2 Outmess form must be submitted to the hostel authority atleast 3 days in advance and sign in the outmess register. Mere information left with the cooks/colleagues in the mess will not be accepted.
- 5.3 If any hostler takes food in the mess, when he has applied for outmess, the outmess gets cancelled and a fine of Rs.25/- will be collected from the hostler.
- 5.4 Transferring of mess account or any part thereof to any other hostler's account is not permitted.

6. MEAL TIMINGS AND RESTRICTIONS

- 6.1 The meal timings will be decided by the Hostel Warden with the concurrence of the Centre In charge.
- 6.2 Such of the members who wish to have late dinner should leave prior intimation in the special register maintained in the Office. Rs.2/- will be collected as Service Charges for this arrangement (Per head).
- 6.3 No meals will be served after 10.30 p.m. under any circumstances.
- 6.4 Meals should be taken only in the Dining Halls. Meals should not be taken to the rooms or to any other place.

7. COMPETENT AUTHORITY

The Head of the Institute (Centre Incharge) shall be the competent authority responsible for the interpretation and enforcement of the hostel rules. His decision shall be final and binding.

8. MANAGEMENT OF THE HOSTEL

Besides, officials for hostel administration and student representatives will be elected to help in the smooth functioning of the hostel.

9. BLOCK REPRESENTATIVES

- 9.1 The hostlers of each block shall elect from among themselves one Block Representative.
- 9.2 The Block representative shall help the Hostel Warden of the Block in their duties.

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10. MESS ASSISTANT/MESS REPRESENTATIVE

The hostlers of mess shall elect from among themselves Mess Representatives from each course and form the Mess Committee for the management of the mess.

11. HOSTEL COMMITTEE

The housekeeping of the hostel, management of the mess and the related activities shall be managed and maintained by the Mess Committee. The Hostel Warden will be the Chairman of the Hostel Committee.

12. GENERAL

- 12.1 Visitors are not permitted to stay in the hostel after 7.00 p.m.
- 12.2 Hostlers shall not leave the headquarters without prior permission of the warden and in such cases, they should get prior permission and intimate their contact address and telephone numbers.
- 12.3 Hostel prefects may be nominated from amongst the hostlers by the Hostel Warden to assist the warden in the supervision of the hostel. Such nominations cannot be claimed as a matter of right.
- 12.4 The room of any hostler can be inspected at any time by warden or any member of the institute staff, who has been authorised to carry out such inspection by the authorities.
- 12.5 No notice shall be put on the Hostel Notice Board by any hostler and no hostler shall raise any subscription in the hostel on any account.
- 12.6 Room furnitures, electric fittings, etc. are required to be maintained by the hostlers in good condition. At the time of allotment of seat and leaving the hostel for the semester break, every hostler must take over/hand over the hostel property carefully in good condition.
- 12.7 Hostlers shall vacate their rooms during semester break and under no circumstances, special permission shall be granted for over stay.
- 12.8 Hostler should check the fittings in his/her room at the time of occupation and take over the fittings, furniture in writing, which are returnable upon vacation of the room. Any loss or damage will be borne by the concerned hostler.
- 12.9 Hostlers will personally and collectively responsible for any loss or damage to the hostel furniture, mess utensils or other fittings in the common places.
- 12.10 Employment of private servant is not allowed in the hostel.
- 12.11 Hostler will be completely responsible for his/her belongings. The institute will not be held responsible for any loss incurred due to his/her negligence or any other reason whatsoever.

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- 12.12 Non-regular and non-institute students wishing to appear for institute examinations may be allowed to stay in the hostel only if they obtain prior written permission from the Warden and undertake to abide by the hostel rules.
- 12.13 Every hostler shall provide himself with lock, key, bucket and mug. The hostlers are to have their own electric bulbs in their respective room.
- 12.14 Hostlers are advised not to keep any valuable items, particularly cash, in their rooms. The institute will not hold any responsibility for the loss of any valuable item.

13. DISCIPLINE

- 13.1 Hostlers shall not remain absent from their hostels during night between 10.30 p.m. to 6.00 a.m. without prior permission of the warden. In such cases, they should satisfy the authorities by providing document evidences.
- 13.2 Hostler will carry his/her identity card whenever he/she goes out of the hostel. Such Identity card shall be produced to the Security on demand. Failure to carry identity card will be viewed seriously and the hostler shall be fined upto Rs.25/- for such negligence.
- 13.3 Institute will not be responsible for acts of students which lead to the disturbance of public peace and tranquillity or cases of law and order in which they are knowingly or unknowingly involved in or outside the Institute premises.
- 13.4 Students not on hostel rolls are not eligible to stay in the Institute Hostel.
- 13.5 Involvement in agitational tactics viz., strike, gheroe, will be viewed serious and the hostler will be expelled from the hostel. In addition, their names will be removed from the rolls of the institute.
- 13.6 Hostlers should not create nuisance to fellow hostlers/guests and they should maintain absolute discipline.
- 13.7 Involvement in ragging of junior hostlers inside the hostel will be viewed very seriously and the erring hostler will be expelled from the hostel as well as from the rolls of the institute.
