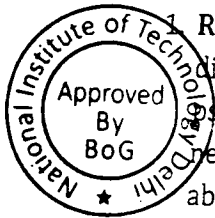


Hostel Rules (draft)

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is the home of the student on the campus and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and to the Institution. A student once admitted in the hostel, will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds and he/she will have to pay the room rent for both the terms. Every student required to be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of rules will not be considered as an excuse.

All the students who are staying in the hostel are required to follow the following rules and regulations of the hostel:



1. **Ragging is Strictly Prohibited:** Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging he/she will be punished/rusticated/expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Imprisonment for ragging is for period from six months to 10 years & fine up to Rs. 50,000 /-. Every students should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Chief Warden may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.

2. Hostlers must look up the Hostel Notice Board regularly. The Warden and his team or any authorized member of the Institute staff can inspect the room of any student in the hostel at any time. Hostel inmates are supposed to keep I-cards with them and must

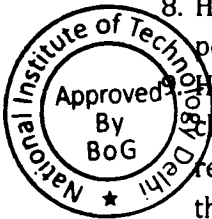
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present the same to any hostel or institute authority whenever asked for. Students must always carry their Identity Cards with them.

3. No Hostlers should see the Director for ordinary matters without approaching the authorities in hierarchy. Warden In-charge of the concerned hostel is the appropriate authority for any matter. In case they are not satisfied they can approach chief warden they can approach to the Chief Warden.
4. **All cases of illness should be reported to the Medical-Officer/Hospital through concerned Warden In-charge/Warden.**
5. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the hostel Warden In-charge/Warden. All kinds of shouting, fighting, gambling, stealing, violet knocking, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to Police immediately.
6. The Hostlers are not allowed to gamble, to consume intoxicants (narcotics, alcoholic beverages, smoking etc.), nor are they allowed to have possession of them in the hostel premises.
7. Hostellers are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission and communicate the information to the Warden in writing.
8. Hostellers shall not remain absent from their hostels during night without the prior permission of the Warden In-charge/Warden.
9. Hostellers shall not leave the campus without prior permission of the Warden In-charge/Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hosteller who leave hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Director.
10. **The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Warden In-charge/Warden has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.**



### 11. Leave from Hostel

- a. The residents of hostels may be allowed to go out at their own risk after obtaining "Out pass / Permission" from the warden. They are also required to record time for departure & arrival in the register maintained for this purpose at the hostel.
- b. For overnight stay outside including weekends, prior written approval of Warden well in advance is required (at least 3 days prior).
- c. Girl residents can stay out overnight only, if their parents / authorized local guardians personally sent consent with or collect them from the hostel.

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- d. Boys students are allowed to go outside hostel 1<sup>st</sup> & 3<sup>rd</sup> Sunday and Girls students are allowed to go Outside on 2<sup>nd</sup> & 4<sup>th</sup> Sunday.
- e. Students availing out pass shall return to the hostel latest by 08:30 p.m. however, in case of a girl student, she must return by 07.30 p.m.

### 12. Late Night Permission

For the safety of all Hostel Residents, the followings are to be observed:-

- a. Hostel Residents must return to the Hostel by 8.30 pm daily for their own safety.
- b. Hostel Residents who needs to stay out after the stipulated time must take prior permission from the Warden / Matron in the prescribed form available with the Matron office and sign a declaration of their purpose in writing well in advance (3 days). It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.
- c. Hostel Residents are not allowed to stay outside the hostel overnight for their own safety.
- d. Hostel Resident who needs to stay outside the hostel can be permitted only if their parents or local guardian are with them. For this, parents or local guardian must make a declaration of their purpose; furnish their contact details and expected returns date and time. This permission is to be obtained from the Warden, in writing 3 days prior.



13. Hostel inmates are supposed to take care of their health themselves. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
14. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
15. Room furniture and electric fittings are required to be maintained by the inmates in good condition. At the time of allotment of room and leaving the hostel for the summer vacation, every student must take-over and hand-over, respectively, the hostel property carefully. Students should invariably vacate the hostel during summer vacation.
16. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same as may be assessed will be distributed equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.

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17. In case of need for hospitalization, Hosteller should inform his/her parents / guardian. Parents / guardian are required to communicate to the concerned Warden In-charge/ Warden in this regard.
18. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offense / violation of rules / act of indiscipline. Fine/ penalty amount may be deducted from the hostel deposit.
19. Guests are not permitted to stay overnight in the room of the students. The student must get permission for keeping his/her guest in the guest room of the Hostel from the concerned Warden In-charge.
20. Hostellers are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
21. Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Dean/ Director.
22. Light must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited. Hostlers are warned against tempering with electric installation and for all electric repairs the electrician should be called in.



Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned Warden In-charge/Warden and Security Officer of the Institute.

24. Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boy's Hostel.
25. Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming such thing or in a drunken state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
26. Students are prohibited from screening/ keeping obscene literature/ video films in the possession. Any violation in this regard will result disciplinary action.
27. **Additional Rules for Girls' Hostel:**
  - a. Closing time 8:00 PM in summer (April to September) and 7:00 PM in winter (October to March).

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- b. Visiting Hours: 12.00 noon to 2.00 p.m. and 4.00 p.m. to 6.00 p.m. No male visitor is allowed to enter the Girls' Hostel without prior permission of the respective Warden In-charge/Warden.
- c. The girl students must make entry in the "In/Out Register" kept at the Girls' Hostel.

### 28. Celebration of Birthdays

- a. It shall be with prior written permission of the Warden/Campus Administrator for specific place and time.
- b. It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
- c. There shall not be any kind of physical discomfort.
- d. No outside guest will be allowed.
- e. Any violation in this regard will result disciplinary action.

### 29. Disciplinary Penalties: If a hostler is found to have violated any of Conduct & Discipline rules he/she:

- i) May be issued written/verbal warning.
- ii) May be placed on conduct probation.
- iii) May be asked to tender verbal/written public apology.
- iv) May be asked to do community service.
- v) May be fined up to a sum of Rs.5000/-.
- vi) May be asked to call his/her parents.
- vii) May be asked to make good any loss individually or jointly.
- viii) May be expelled from hostel temporarily or permanently.
- ix) The case may be referred to Institution Board of Discipline/Police.



### 30. REVISION OF RULES AND REGULATIONS

- a. The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and the hostellers needs to keep themselves informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- b. A hostler residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- c. Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action as decided by the competent authority.