

HOTEL RULES

HOSTEL ALLOTMENT PROCEDURE:

- Hostel shall be allotted to the students strictly on the basis of merit
- Separate undertakings in the form of affidavit must be given by the student and his/her parent/guardian as stipulated in the college website.
- Duly filled hostel form and receipt of hostel fees is required at the time of allotment of hostel rooms.
- On allotment of a room to a student/group of students, they should check up all the room fittings, electrical fittings, fixtures and the furniture in the room. They should sign a receipt for the fittings/fixtures & furniture in the room in the record register.
- Every boarder is provided with a chair, a table and a cot. He will be responsible for the items given to him/her.

HOSTEL TIMINGS:

- For Hostel entry/exit timings, time to time notification would be updated by the Warden for all Hostellers depending upon the situations and weather conditions.

Hostel Timings amid Covid-19

- Hostel gate will be open at **8 am** in the morning and will close at **6 pm**.
- No student is allowed to move out of the hostel without the permission of respective warden.
- Weekend timing for going out of Hostel: **12 PM to 5 PM**
- Week-days going out of Hostel are not allowed, for regular essentials, purchasing will be done by Purchase committee.
- All students while entering/ exiting the hostel will make relevant entries in the Entry/Exit Register kept at the Security Gate. Else it will be considered as an act of indiscipline and liable for disciplinary action.
- Late comers seeking entry in the Hostel after the time as notified by Warden will be subjected to heavy fine/ disciplinary action.
- Late night & Night out will not be allowed anymore.
- Attendance to be recorded **physically** in the evening by respective Discipline Proctors.
- Wrong entry, improper/ lack of entry in Entry/Exit Register, impersonation in any form, tampering with the entries, proxy attendance and misguiding the staff in any manner shall be punishable.

LEAVE POLICIES

- No leaves are permitted during the hostel stay. Only in case of emergency, leave would be sanctioned with prior permission by respective warden.
- For weekday leaves approval of class teacher and Hostel Warden both are required. Both weekday & weekend leaves should be approved by parents. Every leave must be recorded in the leave register.

RAGGING POLICY

- RAGGING in the hostel is strictly prohibited. Any student indulging in ragging would be rusticated without assigning any reason.
- The Hon'ble Supreme Court of India has given a more comprehensive meaning of ragging as under:- “ Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has effect of teasing, treating or handling with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student and which has effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.” Any student reported to have indulged in any sort of ragging even in



HOTEL RULES

the name of introduction will be expelled from the hostel besides other disciplinary action and such student(s) shall have no right for refund of any dues except the caution money.

MESS TIMINGS:

- Mess Facility is provided to hostel students for breakfast, dinner
- Breakfast 8.00 to 8.30 AM
- Lunch 1.00 PM to 2.00 PM
- Dinner 8.00 PM to 9.00 PM

Hostel students are required to take their breakfast/lunch/dinner in the hostel ROOMS only. (Amid COVID-19)

GENERAL RULES

- All the Hostel students are advised to give the name and address of the **LOCAL GUARDIAN** to the respective wardens along with telephone nos.
- Each Hostel student is required to maintain **75% ATTENDANCE** in theory and practical classes. In case of shortage of attendance, the hostel facility will be withdrawn.
- **No visitor including Day Scholars is allowed in Hostels without Warden's permission.** In case any unauthorized occupant is found in any Hostel room, the bonafide inmates of the room shall be liable for disciplinary action.
- Entry of male members is not allowed in the Girl's Hostel premises beyond the Girl's Hostel Security Post. Special reasons should be approved by the Warden.
- Hostel students are also advised **NOT TO CARRY COSTLY ITEMS** such as ornaments electronic item and cash. Room not to be left open and unattended when going out of the room. The college bears no responsibility of any of your belongings missing from the hostel.
- The doctor facility is available in the Institute on every **TUESDAY FROM 3.30 TO 4.30 PM.**
- In case of **ANY EMERGENCY OR SICKNESS**, Hostel students are advised to report to the respective **WARDENS** immediately.
- Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reasons. In such cases a permission to be obtained from the concerned warden & class teacher.
- Students absenting themselves from the hostel beyond specified hours without prior permission from Warden will be considered as a case of indiscipline & unauthorized absence & liable to strict disciplinary action
- Each student shall stay in the room allotted to him/her and shall not change without the permission of the warden.
- Smoking/ Gambling / Drinking of Alcoholic Beverage are **STRICTLY PROHIBITED** in the hostel. **Repeating the act of Smoking/ Gambling / Drinking will lead to the expulsion of students from hostel.**

Fine imposed on hostel students for indulging into following activities:



HOTEL RULES

- ✓ Smoking - Rs 500/-
- ✓ Drinking - Rs 1000/-
- Every boarder is to see that no damage is done to the Hostel property. Common Hostel furniture or fixtures must not be moved without the permission of the Warden.
- If any individual or group is identified to have caused the damage to the property of hostel, the cost of damage will be recovered from him/her/group.
- Hostel Inmates found guilty of causing repetitive damage to Hostel property will be liable to strict disciplinary action, which even includes expulsion from the Hostel.
- Hostel students are required to maintain their room clean at all the times, if anybody's room found dirty a fine of Rs. 100/- will be charged. Three times in a month if the room is found dirty the intimate shall be liable to strict disciplinary action.
- The common facilities are i.e. the Common Rooms, Dining halls, Corridors; Bathrooms etc. are to be kept clean and hygienic all the time. No debris is to be thrown in the corridors or out of the balcony/ windows. Debris is to be thrown only in the dustbins provided in the hostels.
- Hostel will observe 'silent hours' between 11:00 p.m. to 06:00 a.m. on all days. Every resident must retire to his/her room by 11:00 p.m. This is to give all residents an opportunity for self-study. However during examinations the students are permitted to keep the lights on till late night.
- Loud singing and playing any kind of music system and musical instruments in the room(s) are forbidden.
- Use of electrical iron, heater and any electrical gadgets is not permitted in the Hostel.
- The residents of the hostel are not permitted to keep any inflammable material, fire arms or any other objectionable material in their rooms.
- Residents of the hostels are not permitted to write, draw or paste on the walls of rooms, corridors and bathrooms. Such actions will be fined as deemed fit by Warden.
- Hostel students are required to switch off the light/fan when it is not in use and save electricity. Any violation shall be fined as deemed fit by the Warden.
- Cooking in any part of the hostel is strictly prohibited except for cafeteria.
- Each Hostel student is required to perform specific duties in the mess on rotation basis as per the directives of the respective wardens through the mess Proctor.
- Complaint pertaining to the electric and water would be reported to the Maintenance Proctor, Maintenance Proctor will report to the Maintenance Foreman for the immediate rectification.
- Vandalism is a very serious offence. Hostellers found guilty can be evicted from the hostel.



HOTEL RULES

- Identity card for hostel student will be issued by the Authority and as and when asked by the security staff or any other competent authority are advised to show the card
- The hostel student is required to vacate the hostel in case of any law and order situation arises in the city and District Magistrate issue orders for the same. At this stage Hostel students are required to manage their stay on their own.
- All wards should be dressed in the decent dress. The dress code deemed fit by the Warden is final & binding to all Hostellers.
- While leaving the hostel on completion of their studies, Hostel students are required to handover their room to the Maintenance Foreman and obtain No Dues Certificate. The amount of any damages will be recovered from their hostel caution money OR WOULD BE ASKED TO PAY IF THE AMOUNT IS MORE THAN THE HOSTEL CAUTION MONEY.

General Covid Precautionary Measures to be followed:

• PRE-REQUISITES FOR RE-JOINING INSTITUTE HOSTEL

- ✓ Submission of the parental undertaking by the student to join the institute hostel.
- ✓ Submission of the Covid Negative report by the student. This test should have been conducted with 07 days prior to students reporting.
- ✓ Download and register yourself on Arogya Setu app in your mobiles. You are required to keep your mobile Bluetooth on all the time.
- **SEAPARATE ENTRY/EXISTS TO BE USED BY HOSTEL STUDENTS** for entering into institute academic block as specified by the authority.
- ✓ **GIRLS HOSTEL STUDENTS: MAIN INSTITUTE ENTRANCE.**
- ✓ **BOYS HOSTEL STUDENTS: BACK INSTITUTE ENTRANCE (NEAR A.V ROOM)**
- There should be no crowding in hostel areas keeping in view the requirement of social distancing.
- Thermal Screening of all hostel students before entering the institute academic building.
- Wearing of face covers/ masks and proper sanitization of hands should be ensured all time.
- No entry without face mask in the institute and hostel premises.
- Hands to be washed and sanitized every time entering the hostel premises.
- Cleanliness is to be maintained in all areas of hostel.
- No Sports Activity/cultural Activity/ social gathering etc. Is permitted for this academic year.

The Principal or the authorized representative reserves the right to modify, alter or add to the rules at any time at his discretion & without notice.

Anybody found violating these SOPs may be expelled from hostels.

