

## Hostel Rules and Undertaking

I .....Father/Mother/Guardian of.....  
Student of..... do hereby undertake and abide the following  
rules and regulation laid down by the institute.

1. Allotment for accommodation in the hostel will be considered only after the Allotment Committee has scrutinized the application and satisfies itself of the merit and eligibility of the student and recommend that her stay in the hostel shall in no way be prejudicial to the interest of other residents in hostels in particular and the institution in general.
2. 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 tranquillity of hostel or without assigning any reason thereof.
3. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
4. No student can take assembly in hostel without written permission of Chief Warden.
5. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. 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 herself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
6. Students are prohibited from screening/ keeping obscene literature/ video films in the possession. Any violation in this regard will result in disciplinary action.
7. No student is allowed to engage in a private practice Job during her stay in hostel.
8. Students should not keep Mopeds, Motor cycles, Scooters and cars in the hostel premises without permission of administration.
9. No student is allowed to engage a private servant or pet animals.
10. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her. The hostel rooms are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons and electrical items(rod, electrical kettle, heater and hair drier etc.) etc., are kept in the room.
11. All kinds of shouting, fighting, gambling, stealing, violent knocking, mal-treating or abusing are strictly prohibited. In such cases offender will be handed over to the Police immediately.
12. A candidate shall normally be admitted only for one year and change of hostels and rooms can be made by the hostel administration as and when deemed necessary without (not in the main examination) or without assigning any reason. After one year allotment to a hostel/room may be extended to one year subject to good conduct and discipline. No candidate is allowed to change her own room without the permission of the Hostel Warden.

It is to notify that once hostel has been allotted and student starts staying no student will be allowed to leave hostel before completion of the ongoing semester. However, in special cases, if a student leaves , charges for the whole semester shall be payable. The decision of the hostel administration shall be final for the same.

13. 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.

14. Students must not take law into their own hands, but must report all disputes to the hostel Warden.

15. Dealing with fellow student and others should be very courteous and polite. Student should resolve their disputes with mutual understanding.

16. Students should keep the toilets and bathrooms clean, failing which a collective fine will be collected from the residents of the respective wings/floors.

17. Local students are not eligible for hostel accommodation, However permission to the effect shall be granted only by the Principal/hostel administration.

18. When Hostellers want to go home during vacation/semester break or any other reason ,they may put up their leave application along with their parents' consent in hard copy (with signature of parents /guardians as per hostel record ) stating the reason for calling their ward home at least two days before the departure date & Time. Failing which the student may not be permitted. Relaxation in this context will only be given in case of emergency or as deemed necessary by hostel administration.

19. Hostel students shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel student 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 Principal and punitive action shall be taken into action for such students which maybe fine/suspension /termination from the hostel.

20. Parents are required to call & inform hostel authorities that their ward has reached safely one she reaches home or she is leaving the home to join the hostel.

21. Hostellers are not allowed to go out of the campus during classes.

22. 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 reason. In such cases they should take the permission and communicate the information to the Warden in writing.

23. It is reiterated that the students staying in-campus hostels are permitted to go out of the hostels for on Wednesday, Sundays as per following timings.

Wednesday Outing (for official purpose only) -

Summer Timings : Summers 3.30 pm to 6.30 pm from 1st April to 30th September

Winter Timings : 3.30 pm to 6.00 pm from 1st October to 31st March.

Sundays Outing Timings –

Summer Timings: 10.00 am to 5.30 pm from 1st April to 30th September

Winter Timings : 9.00 am to 4.30 pm from 1st October to 31st March.

Hostel administration have right to change the timings or cancel any outing if required.

24. Hostel gate closing time 7.00 PM in summer (April to September) and 6:00 PM in winter (October to March) beyond this no outing permission will be granted in any case.

25. Discussion on politics and religion is completely forbidden in the hostel & mess.

26. Taking part directly/indirectly in any movement or agitation or strike of students in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the Principal is subversive to the discipline of the institute.

27. The students must make entry in the "In/Out Register" kept at the Hostel. A student must enter all the columns in the register regarding participation in curricular activities and extracurricular beyond the working hours of the Institute.

28. No notice will be displayed by hostel inmates in the institute/hostel notice board without the countersignature of hostel warden.

29. Students should not paste any posters /pictures etc on the walls, doors, windows and shelves. Cut-outs should not be placed or brought in the hostel.

30. Students must look up the Hostel Notice Board regularly.

31. 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.

32. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for evacuation to hospital. In case of need for hospitalization, student should inform her parents / guardian. Parents / guardian are required to communicate to the concerned Warden In-charge/ Warden in this regard, and have to attend their ward as soon as possible. If Parents are failing to reach the institute they are solely responsible for the ward's illness whatsoever it may be and under no circumstances would make any kind of claim against the institution.

33. Students having any Chronic/Communicable disease are not allowed to stay in hostel.

34. 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

35. 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.

36. Students should lock their room properly when they go out for bath, food etc. Each roommate must keep a key of the door lock of her room in case of double / triple/four seated accommodations.

37. Every student residing in the hostel must have meals in the mess assigned to them. Individual cooking is not permitted. They are not allowed to cook anything in their rooms. Students are required to maintain discipline in the hostel mess.

38. Any such hosteller who has not joined hostel after a long leave without intimation/ prior permission from the concerned warden, and if there is no satisfactory response from parents/guardian, admission of such student in hostel may withstand cancelled. Belongings of such student will be removed from the concerned room by the hostel committee.

39. Once the hosteller leaves the hostel after completing all the formalities the college/hostel authorities will not be responsible for any act or mis-happening outside the hostel premises

40. Hostel fees is to be paid, failing which fine will be imposed. The approved rules regarding mess cut will be applicable to all the inmates of the hostel. Mess exemption on medical ground under extraordinary situation will be allowed with payment of service charge as decided by the hostel authority. Whenever a student is applying for rebate on medical grounds, she must submit a copy of medical certificate by the Govt. Doctor

41. 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 practical 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 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. Jail for ragging is for period from six months to 10 years & fine up to Rs. 50,000/-. A student seeking admission to the hostel shall have to submit another affidavit along with her application for hostel accommodation that she is aware of the ragging law in this regard and agrees to abide by the punishment meted out if she is found guilty of ragging and/or abetting ragging. (AICTE Requirement).

42. Parents/Guardians/Guests are not permitted to stay overnight in the room of the students.
43. Students 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.
44. The Hostellers are required to use or to converse on their mobile till 10.00 pm. if any student is found taking on their cell phones after the notified time, fine will be imposed.
45. Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Chief Warden.
46. Any student who is removed from the college will automatically cease to be a member of the hostel.
47. There will be a black dot chart maintained in the each hostel. The Hostel authorities may assign a black dot for student's Indiscipline act and after four black dots; she will not be considered for hostel admission in the next year and shall be expelled from the hostel immediately.
48. 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, she should behave on the campus as well as outside in such a manner as to bring credit to her and to the Institution.
49. 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 imposed and further can be deducted from the hostel deposit.
50. Every student taking admission in campus hostel is compulsorily required to avail /take the service of facilities permitted by the hostel administration, choice base service are not allowed. Charges for the facility are required to be paid as decided by hostel or college administration.
51. Every student resident in campus hostel is required to accept the terms and condition of the hostel and follow the above rules without any exception. They are required to give undertaking regarding acceptance of above condition at the time of admission to campus hostel.
52. Parents have to inform the hostel warden in written about change of communication details.
53. If hostel authorities call the parents regarding misbehaviour / in disciplinary act. Parents will report to the hostel authorities immediately
54. If student makes any attempt to commit suicide or abetting or inciting any other person to commit suicide or anything prohibited by law, and if on being found guilty of the aforesaid action she herself shall be responsible for any consequences under law and the expulsion /rustication from the hostel and/or institute and any other legal action under the law of land. The authorities of hostel/institute or any employee shall not be responsible for the same.
55. Hostellers are required to vacant their rooms for maintenance after session off and re-register herself for the next session.

I hereby give consent for the stay of my ward in hostel.

(Name and signature of the student)  
Date:

(Name and signature of the parent/guardian)  
Date: