



BOYS' / GIRLS' HOSTEL
APPLICATION FOR ADMISSION 2022-2023

- 1. Name :
- 2. Roll No :
- 3. Year/ Programme/ Branch:
- 4. Religion :



- 5. Community :

| | | | |
|----|----|-----|-------|
| OC | BC | MBC | SC/ST |
|----|----|-----|-------|

- 6. Caste :
- 7. Admission Quota : GQ/MQ

- 8. Name of the Parents : Occupation :

- 9. Residential Address for Communication:
- 10. Name & Address of the Guardian with mobile No:

Parent's Phone No:.....
Mobile No:

- 11. Mobile No :
- 12. Email ID :

I have carefully gone through the rules and regulations of the student's residence, a copy of which I have received and hereby undertake to abide by them.

Signature of the student: _____

I hereby declare that my son / ward will strictly observe the rules and regulation of the student's residence

Signature of the parent _____

For Office Use Only

Admitted on: _____ Room Allotted: _____ Warden _____
Fees paid : _____ Receipt No & Date : _____



HOSTEL RULES AND REGULATIONS

Hostel Management

- Principal/ Warden
- Faculty/ Deputy Warden / Residential Warden

The hostel students can approach any one of the above authority for help, guidance and grievance redressal.

Admission

1. Hostel accommodation is available for UG, PG students & Research Scholars.
2. Each student / faculty member is required to submit a duly completed Personal Data Form and Undertaking Form at the time of hostel admission. (The mobile numbers of the parents and local guardian's address and phone number must be given)
3. The change of address/ telephone number of the parent/ local guardian/ student, at any point of time, must be intimated to the Deputy Warden in writing immediately.
4. The hostel Management will provide furniture and fittings consisting of cot, table, chair, ceiling fan with regulator and a tube light to each room.
5. Rooms assigned to the students during an academic year will not be changed except in special circumstances.
6. Any student / faculty member who is removed from the rolls of Institute or suspended from the college will automatically be removed from the membership of the hostel.
7. Only vegetarian food will be served in the mess.

General Rules

1. All students and members of faculty are required to maintain standards of behavior expected in a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the hostel premises.
2. Students and members of faculty must remember the statement 'The hostel is the Home Away from Home' and they should behave themselves so as to maintain dignity of the hostel.
3. All students and members of faculty are required to carry their valid Identity Cards issued to them by the institution.
4. The rooms, common areas and surrounding areas should be kept clean and hygienic. Pasting Notices and scribbling on walls are not permitted.
5. **All the students and members of faculty are expected to be in the hostel as per the stipulated time (07.30 PM for Boys' Hostel); for any emergency a student / faculty member must get prior permission from Deputy warden / chief warden stating the reason for the delay.**

6. **If any student wants to go home during the weekend / holidays or any other time, they have to take prior permission from the Deputy Warden/ Residential Warden and they have to submit an undertaking form duly signed by the parent at the time of Hostel Admission.**
7. Students and members of faculty should not keep any unauthorized property and should not bring any unauthorized guests to their room.
8. Students and members of faculty are not allowed to arrange any religious activities in the hostel rooms.
9. The students and members of faculty should not screen pirated/ unauthorized/ unlicensed movies in their computers and hostel premises. Any violation will be dealt severely, punishment for the same will be decided by the authorities.
10. The students and members of faculty should see to the upkeep of their rooms, hostel and its environment. They should bring to the notice of the maintenance office all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
11. The students and members of faculty are responsible for any damage to the property in their room during their occupancy and will be required to pay for the damage, if any. The students and faculty members are required to fill in the inventory of the furniture and other items available and hand over the furniture and other materials in good condition when they vacate the room.
12. Students and members of faculty should handle hostel equipment, furniture, mess property carefully and not exploit or tamper with it. If so, then applicable fine will be charged by the hostel management.
13. The student and members of faculty should not remove any fittings from the other room and get them fitted in their room.
14. In case of damage or loss of hostel property, the cost will be recovered from the students / members of faculty who are responsible for such damage or loss if identified, or from all the students of the hostel, as decided by the Chief Warden.
15. Hostel inmates should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to lounge. Only authorized persons having a valid visitor pass is allowed to enter the hostel premises.
16. Any student / members of faculty who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a. They will be expelled from the hostel immediately.
 - b. A record of their misconduct will be made in the personal file.
 - c. The cost of damage will be fully recovered from them with penalty.
 - d. They will also be fined commensurate with the offence committed.
17. Noise level, volume of radio, etc., must be kept low at all times to allow others to study or sleep in comfort.
18. No function or celebration shall be organized at hostel premises without the permission of the Chief Warden.
19. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Chief Warden in this regard will be final and binding.
20. 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 it should be conveyed properly to the Deputy Wardens / Chief Warden and also communicated to the Tutor. Students should stay in the sick room provided within the hostel premises during their illness.

21. All the matters relating to differences among hostel inmates and complaints against theft shall be brought to the notice of the hostel management. The inmates are instructed not to lodge police complaint before taking prior permission from the hostel management.
22. Hostel inmates indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc., will be punished. Repeated acts will render cancellation of allotment of hostel room.

SPECIAL INSTRUCTIONS FOR HOSTEL INMATES.

1. Possession, consumption, use or sale of alcohol, prohibited drugs, whitener, Hans and any other intoxicated items are strictly prohibited. In case, if it is found they will be expelled from the college and a criminal complaint will be lodged with the police.
2. Any inmate found stealing valuables of others, will be expelled from the college and a criminal complaint will be lodged with the police.
3. Students are strictly prohibited in organizing birthday parties, rave parties or any other celebrations involving sports, religion, community etc., inside the hostel premises.
4. Smoking is strictly prohibited inside the hostel premises.
5. Any student who enters the hostel in inebriated mode, will not be allowed to enter hostel premises and strict actions will be taken in this regard.

GUESTS/ VISITORS

1. All visitors to the hostel including the parents/ guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
2. The visit of men students to the women's hostel and vice-versa is prohibited.
3. Visitors are not permitted to enter in to the campus without the permission of Residential / Chief Warden.
4. Visitors Timing: 4.45 pm to 6.00 pm during working days.
10.00 am to 5.00 pm during Holidays.
5. No overnight guests are permitted in the hostel rooms.
6. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
7. Inviting day scholars and student friends from outside to dining hall for dining will be treated as an offence.

ATTENDANCE

All hostel inmates are expected to register their attendance by stipulated time (06.45 pm for Girls' hostel & 07.45 pm for Boys' Hostel).

USE OF APPLIANCES

1. Hostel inmates have to use water and electricity judiciously.
2. To prevent electricity wastage, all fans, light and electrical appliances must be switched off when not in use.
3. Use of electric appliances like heater, hotplates, etc., in the hostel rooms are strictly prohibited.
4. The student / members of faculty shall not remove any fitting or fixture from any room or common area.

SAFETY & SECURITY

1. Hostel inmates are responsible for all their personal belongings and valuable items like chain, mobile phones, laptop, watches and money etc. They should ensure that door and windows of their rooms are properly closed at all times.
2. The hostel inmates will be responsible for the safekeeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.
3. The hostel is not responsible for any loss of personal items. Hostel inmates are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the hostel authority in writing.

TERMINATION OF HOSTEL TENANCY

1. Disciplinary action shall be initiated or hostel facility shall be withdrawn at any point of time without giving any notice, if it is found that, the student / members of faculty member are misusing the facility or not following the rules and regulations of the hostel or found involved in any illegal activity anywhere inside/ outside the hostel.

COLLECTIVE RESPONSIBILITIES

1. In case of any damage or loss of hostel property kept in the common area, the cost of repairing/ replacing the same will be recovered from the hostel inmates responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the hostel inmates of the respective block in Hostel, as decided by the Hostel Management.
2. Students / members of faculty should not indulge in practices/ activities, which may endanger their own personal safety as well as others.

MESS RULES

1. The quantity of food will be unlimited except in the case of special items.
2. All the inmates of the hostel should take their food in the allotted mess timing only.

3. The mess timings are displayed at the entrance of the dining hall. The inmates are instructed to strictly adhere to the timings.
4. Admission to hostel kitchen is strictly restricted for the students.
5. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
6. Hostel inmates are instructed to help in maintaining the mess and surrounding neat and clean. No notice shall be pasted on walls. The diners should not remove notices displayed on the notice boards.
7. All diners shall interact with the mess staff in the dining hall in a courteous manner.
8. After eating food, diners shall leave the cup, plate, waste food etc. in the designed bins.
9. If any diner is medically ill and requires a special diet they can request the Deputy Warden to arrange for the same at the mess.
10. Students should tie the hair tightly and follow decent dress code while coming to the mess hall.
11. Discipline should be strictly maintained in the dining hall.

HOME MOVEMENT / OUTING REGISTER

1. All movements from and to the hostels should be recorded in the movement register, kept at the entrance of the hostel and should be properly signed. Wrong entry, improper/ lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance, and misguidance of any nature are punishable.
2. Students who wish to go for any coaching classes like GRE, CAT, MAT etc., outside the college must get written permission from Chief Warden. Parents of such wards are requested to submit an undertaking form regarding the same to hostel authorities.
3. Permission to participate in any co-curricular activities held outside the institution will be given with the due knowledge of respective Parents, Tutors and Head of the Departments and duly approved by Chief Warden.

STUDY HOUR

1. Study hour to be strictly followed from 8.30 pm to 10.30pm.
2. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every inmate of the hostel should have the civic responsibility that they should not be a cause of nuisance, annoyance or disturbance to others.

HEALTH CARE

1. Any student / members of faculty, who is not well, should report to the Deputy Warden/ Chief Warden immediately.
2. If any sick student / members of faculty require special diet, it should be informed the Deputy / Chief Warden for making suitable provisions.

RAGGING

1. Ragging in any form is banned. Severe punishment, including expulsion from the hostel and the institute will be imposed on any student if he/ she is found to have indulged in ragging.
2. Ragging is a cognizable offence. The offender shall also be dealt with as per the laws of the state.
3. Any fresher, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall be also considered as an offence.
4. When the students/ inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
5. All students in the hostel are required to sign an Anti-Ragging undertaking as per stipulated guidelines and submit the same to the Hostel office.

RIGHTS OF HOSTEL MANAGEMENT

The Hostel Management reserves its right to change rules from time to time. The inmates shall be informed of any such amendment becoming effective through general circulars displayed on the hostel notice boards.

APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care, the concerned inmate may make an appeal to the Principal / Management of the Institution for redressal. The decision of the Principal on the matter shall be considered as final and binding.

Students / members of Faculty uninterested and not obeying the above rules will be expelled from the hostel immediately and no refund request will be entertained.

Timings

1. Visitor's Holidays : 10.00 a.m. to 5.00 p.m.
2. Biometric Attendance : 8.00 p.m. to 9.00 p.m.
3. Study Hours : 8.30 p.m. to 10.30 p.m.

Mess Timings

1. Breakfast : 8.00 a.m. to 9.15 a.m
2. Lunch : 1.00 p.m. to 2.00 p.m
3. Dinner : 7.00 p.m. to 8.30 p.m

UNDERTAKING FORM FROM STUDENT

I, _____,

Studying in _____, have read the rules and regulations of the hostel and understand that the above rules are for my benefit and improvement. I also understand that if I fail to comply with these terms, I will be liable for suitable action as per Institute rules and regulations. I undertake that I will strictly follow the above terms and conditions.

Signature of Student

Date:

Place:

UNDERTAKING FORM FROM STUDENT

I, _____,

Studying _____ have read the rules and regulations of the hostel and understand that the above rules are for my benefit and improvement. I also understand that if I fail to comply with these terms, I will be liable for suitable action as per Institute's rules and regulations. I undertake that I will strictly follow the above terms and conditions.

Signature of Student

Date:

Place:

UNDERTAKING FORM FROM PARENT

I, _____,

father/ mother/ of _____, have read the rules and regulations of the hostel and understand that the above rules are for my ward's benefit and improvement. I also understand that if he/she fails to comply with these terms, he/she will be liable for suitable action as per Institute's rules and regulations. I undertake that he/she will strictly follow the above terms and conditions.

Signature of the Parent

Date:

Place:

UNDERTAKING FORM FROM PARENT

I, _____,

father/ mother/ of _____, have read the rules and regulations of the hostel and understand that the above rules are for my ward's benefit and improvement. I also understand that if he/she fails to comply with these terms, he/she will be liable for suitable action as per Institute's rules and regulations. I undertake that he/she will strictly follow the above terms and conditions.

Signature of the Parent

Date :

Place:

UNDERTAKING FORM FROM MEMBERS OF STAFF

I, _____,

working as _____ in the Department of _____, have read the rules and regulations of the hostel and understand that the above rules are for my benefit and improvement. I also understand that if I fail to comply with these terms, I will be liable for suitable action as per Institute rules and regulations. I undertake that I will strictly follow the above terms and conditions.

Signature of the Staff

Date:

Place:

UNDERTAKING FORM FROM MAMBERS OF STAFF

I, _____,

working as _____ in the Department of _____, have read the rules and regulations of the hostel and understand that the above rules are for my benefit and improvement. I also understand that if I fail to comply with these terms, I will be liable for suitable action as per Institute rules and regulations. I undertake that I will strictly follow the above terms and conditions.

Signature of the Staff

Date:

Place:

UNDERTAKING FORM FROM PARENT FOR SELF GOING BY WARD

I, _____,

father/ mother/ of _____, agree to provide permission for my ward Mr./Ms. _____, studying in _____ to go out of the hostel premises on their own during holidays / when necessity arises under special conditions. I take the responsibility of their outing. I understand that it's my responsibility to ensure their safety, when they go out of the hostel premises on their own without a parent / guardian accompanying them.

Signature of the Parent

Date:

Place:

UNDERTAKING FORM FROM PARENT FOR SELF GOING BY WARD

I, _____,

father/ mother/ of _____, agree to provide permission for my ward Mr / Ms _____, studying in _____ to go out of the hostel premises on their own during holidays / when necessity arises under special conditions. I take the responsibility of their outing. I understand that it's my responsibility to ensure their safety, when they go out of the hostel premises on their own without a parent / guardian accompanying them.

Signature of the Parent

Date:

Place: