



Notice No: 015/2017-18

Dated: 10th August 2017

RULES & REGULATIONS FOR HOSTEL RESIDENTS

ACCOMMODATION

- Hostel accommodation shall be available to all registered students of the Institute.
- B. Tech. students shall occupy a seat/room only during the semesters. No B. Tech. student will occupy a room during vacation. However, he/she may be permitted by the Hall Management to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.
- No student will be allowed to stay in the Hostel without formal admission.
- The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
- Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- If any damage is caused to the Hostel property by the students, compensation as assessed by the Hostel Management shall be recovered from the host boarder.
- The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden.
- When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hall Management.
- Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hall Mess until he/she officially vacates the Hostel.
- Discipline should be strictly maintained in the dining hall.
- Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hostel Management will make suitable arrangements for his/her food.

- The inmates should not enter the kitchen.

RAGGING:

- Ragging in any form is banned. Severe punishment, including expulsion from the Hall and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.
- Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

- Students should be present within the Hostel premises .No student is permitted to stay outside the Hostel .Violation of this rule will invite strict disciplinary action on him.
- There will be an attendance check of the students at morning 7AM and evening 7PM.
- If any student wants to go out to the city/town between 6.00 AM and 9.30 PM, excluding the class hours, he/she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected time of return with dates. They should also enter their names in the register kept in the Hostel office for this purpose.
- Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the institutions. Going home frequently is not permitted.

CODE OF CONDUCT

- All residents are required to maintain standards of behavior expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
- Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- Modesty in dress is expected from students.
- All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
- The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- Residents must also take care of the Hostel and its environment.

- If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities
- The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hall Management shall take strict disciplinary action against him.
- In the Hostel premises the following acts are strictly prohibited:
 - Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Wilful damage to property
 - Entering the Hostel premises in an intoxicated state
 - Using abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
 - Cooking in the room or on the Hostel premises
 - Using two-wheelers and/or motor vehicles of any kind.

DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hall Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hall Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

RIGHTS OF HALL MANAGEMENT

The Hall Management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the notice boards

Sd/-

Principal