

**1. Introduction**

**Home away from home....** That is what a hostel is! Just like every home has its own rules and systems, where everyone respects each other, we too have a few guidelines laid for our hostel students and we are sure you would understand, appreciate and follow these regulations in the true spirit.

**2. Online Allotment of Rooms**

- (a) The University has separate accommodation for the boys and girls. The hostels are marked gender wise and course wise.
- (b) The allotment is also course wise in the respective floor.
- (c) Hostel room allocation is purely online.
- (d) Students will be able to choose the room online from the available options only and hostel fee will be paid online.
- (e) Rooms are allotted on the basis of availability of the accommodation in the hostel.
- (f) The allotment of the room is provisional and restricted to that particular semester only.
- (g) The allotted room in any session / semester may be changed by the Warden in the next session / semester to meet the exigencies.
- (h) Before **EVERY SEMESTER** rooms shall be allotted online to students subject to clearance of pending dues, if any.
- (i) Hostel facility can be withdrawn on disciplinary grounds.
- (j) Students are not permitted to change rooms on their own. Strict disciplinary action shall be initiated against defaulters.
- (k) Existing Students has to bring Hostel Allotment Letter and Undertaking while coming to join the hostel in the coming semester.
- (l) Student who has been allotted hostel facility first time must bring filled Hostel Admission Form and Hostel Allotment Letter.
- (m) Hostel Id card will be issued to all the hostel residents semester wise at the time of joining the hostel subject to clearance of all hostel dues, fee payment etc.

**2.1 Criteria for Hostel Allotment**

- (a) All the newly admitted students will be allotted rooms subject to availability.
- (b) All the existing students will be eligible for the hostel accommodation except those falling in the following categories:
  - (i) Those who have violated the hostel rules and regulations.
  - (ii) Those who have been suspended from the hostel on the disciplinary grounds.
  - (iii) Those who have been absent from the hostel on three (3) or more occasions without the prior permission through chalkpad.
  - (iv) Those who have fallen short of attendance during the semester.In the above categories, the Hostel Discipline Committee shall allot Hostel room on merit basis after reviewing the individual case. The students falling in the above categories have to put a written request to the Head Residential Services.
- (c) All those students who have checked out from the hostel during the course will be considered for re-allotment subject to availability.

**2.2 Hostel Check Out Procedure**

- (a) The hostel check out date is December 31 for the odd semester and June 30 for even semester for respective year.
- (b) The students, who fail to do the check out on or before the due date of the every semester, have to pay late check out charges @ Rs. 300 per day.
- (c) The check out process is purely online and any student desirous to checkout from the hostel has to clear all dues prior applying for check out.
- (d) Students are advised to check out from the hostel within three days of completion of his/her examination or any academic requirement which ever is later.
- (e) In case a student does not check out his/her room within the five days of due date, the belongings will be removed from the room by the concerned warden with the permission of Head Residential Services, and kept in the store with no responsibility of loss and hostel security will be forfeited.

**2.3 Guidelines For Visitors**

- (a) The parents / local guardians desirous to meet their ward are requested to give prior information to Hostel Warden.
- (b) The parents / local guardians are advised to park their personal vehicles in the University Parking Area only.
- (c) The parents / local guardians are not allowed to visit the hostel room of their ward and the parents / local guardians are requested to co-operate with the Hostel Authority.
- (d) The parents / local guardians can meet their ward in the **PARENTS WAITING AREA IN BLOOM BLOCK ONLY.**

**3. Change Of Rooms**

- (a) Students cannot change their rooms without laid down permissions.
- (b) In case a student desires a room change, an application with reasons would need to be submitted by the student to the concerned Warden. Wardens shall note their remarks and justification (in writing on the application) and forward the case to the Associate Director – Residential Services.
- (c) Change of rooms will be permitted only, after Associate Director – Residential Services approval.
- (d) For maintenance works required in the room or any other such work, and for any reason, if the authorities decide that any student needs to change a specific room, the student would need to adhere to the same.
- (e) Details of room change needs to be documented and entry for the same shall be made in the Chalk pad.
- (f) To sum up - Change of rooms can only be for:-
  - (i) **Special Application**
    - ✓ Application with justification would need to be submitted by the student to the concerned warden.
    - ✓ Warden is to forward case to Associate Director – Residential Services with remarks and justification with 2 working days.

- ✓ Change of rooms would be approved only in case of a very valid reason. Change of rooms should not be a matter of routine. Final Approval shall be by the Associate Director – Residential Services.

**(ii) Requirement of the University**

The concerned students would be informed in writing by the warden for the change of room. The time limit for the completion of shifting would also need to be specified.

- (iii)** Dues of the old room would need to be cleared, room handed over to the warden, a No dues Certificate obtained by the student and only then would the student be allotted the next room. Requisite entry is also to be made in chalk pad for new room.

**4. Retaining Accomodation**

- (a) Students leaving University will not be permitted to retain room in hostel.
- (b) Students proceeding for training periods for certain semesters would be provided hostel accommodation on return to campus. This would be subject to availability and their disciplinary records. But they shall be provided **the priority** of being hostellers.
- (c) Students who leave the hostel on their own accord and then desire to join back at a later stage can be provided rooms, basis availability of rooms and basis their disciplinary records while in the hostel.

**5. Takeover Furniture Issued**

- (a) Once a room is allotted to a student, the authorized material (including certain furniture) is also issued to the student.
- (b) The student is to take over the material and would be responsible to maintain these materials till the same handed over back to the Hostel Authorities.
- (c) Material being taken over shall be signed for by the student. This record shall be held by the warden and a copy with the Associate Director – Residential Services.
- (d) When material is being handed over they should be in **GOOD WORKING CONDITION**. Damages if any would be charged to the student.

**6. Complaints Procedures**

- (a) Procedures are laid down for students to bring their concerns to the concerned authorities.
- (b) Students are advised **NOT** to indulge in handling situations on their own.

**7. Maintaining Furniture & Fixtures**

- (a) Students shall be responsible to maintain the furniture and materials handed over to them in the room allotted. They shall also be responsible to handle the furniture and fixtures of common areas like common area , play area, gardens etc. in a proper manner
- (b) Changing the layout of the room is not allowed.
- (c) Maintenance complaints, if any, should be raised as and when a situation arises, without delay. Unserviceable furniture, during any inspection, would need to be substantiated with the corresponding Complaint Number raised by the student or by the Warden.

**8. Maintenance Complaints Procedure**

- (a) In case Students face any Maintenance Requirement in their rooms / floors / hostels, they are requested to follow the procedure laid down.
- (b) They need to appreciate the fact that it takes time to solve complaints. Also when a complaint is referred to, for reminders or if the problem persists, please ensure that the initial COMPLAINT NUMBER is also mentioned.
- (c) The 9 Steps for Maintenance Complaints are as follows:
  - (i) **PROBLEM** noted
  - (ii) Matter Noted in Complaints Register (Student)
  - (iii) Complaint Number of Register is Reference Number for the Student.
  - (iv) **ONLINE** complaints raised by Warden (Maintenance).
  - (v) Warden to note Online Complaint Number against Register Entry.
  - (vi) Monitor Till close of Complaint.
  - (vi) In case of delay, Reminders to be sent and mentioned in register.
  - (vii) Once case closed. Mention in Register and obtain Student Confirmation.
  - (viii) **CASE CLOSED**

**9. Electrical Goods**

- (a) Common refrigerators, Microwave Ovens, Iron Box with Stand and Electrical Kettles have been provided to hostels. Misuse of Electrical equipment will not be appreciated. Care should be taken while using these equipment. Repair of these equipment would need to be handled by the Students of the concerned Floor.
- (b) The hostellers are not allowed to keep **ANY Electrical Equipment** inside the hostel rooms. Possession of same will lead to confiscation of the goods and action against the student.
- (c) Cooking in the rooms is strictly not permitted.
- (d) **TV** timing is **ONLY** till 10: 00 pm and Lights shall also be switched off after the same.

**10. Cleanliness & General Upkeep**

- (a) Students are responsible for the maintaining cleanliness, general upkeep and layout of their rooms. (For sweeping and mopping, support of HK Staff can be used).
- (b) Before they leave the room, students are to arrange their rooms in a neat and orderly manner.
- (c) They are **NOT** allowed to deface walls, doors, window panes or any other fitting by scribbling or drawing on them.
- (d) No papers and posters are to be pasted on Walls, Window Panes etc.
- (e) Not permitting HK Staff to clean the room would be treated as a disciplinary case.

**11. Complaints Regarding Cleanliness**

- (a) In case a student has a complaint regarding the cleanliness of the Rooms / Washrooms / Corridors or surroundings, he /she may raise a complaint with the concerned Warden.
- (b) The Warden has to ensure that the same be checked and a solution provided. Untimely demands and unauthorized requests would not be supported.



- (c) While the check is on, the warden should also note if the routine cleaning was done and the reasons for the present situation.
- (d) Once the complaint is closed, matter to be mentioned in detail and the complaint closed.

**12. Misuse Of Infrastructure**

- (a) Students are advised NOT to misuse any infrastructure of the Hostel or University.
- (b) Students are also advised not to misuse belongings of others students or staff.
- (c) Defaulters shall attract disciplinary action.

**13. Decorum In Hostels**

- (a) Students are to sleep only on their allotted beds.
- (b) Students are not allowed to howl or shout in the hostel area.
- (c) Students are expected not to WASTE or MISUSE water or electricity.
- (d) Students are not allowed to roam around in the hostel in under garments.
- (e) The undergarments shall be washed and put to dry only at designated places and not to be displayed in an obscene manner.

**14. IT Support**

- (a) IT facility is provided to students of the hostel. Internet and intranet facility is available and is to be used prudently, as per the limits and rules laid down.
- (b) The activities of each student on the Net can monitored and misuse /Illegal use of net would lead to strict action against the student.
- (c) Students involved in illegal activity shall face the law of the Land.
- (d) Misuse of any IT resource of the hostel or University would lead to strict disciplinary action.

**15. IT Complaint Procedure**

- (a) Students are expected to raise complaint to the concerned Warden in the Register.
- (b) Warden shall then take up the case with the IT team in the Complaint Management system for an early action with Associate Director – Residential Services also in loop.
- (c) IT team would then help with the necessary support and close the case.
- (d) Warden shall check with the concerned Student, confirm status and if in order, close the case. The Complaint Register then needs to be updated with Closed Status.

**16. Food**

- (a) Students are advised to take good care of their health and consume food being provided in the Hostel Mess. Food court is also available for food and refreshment.
- (b) Students are not permitted to take food to their rooms.
- (c) Creating ruckus in the Food Courts or University premise is strictly prohibited.
- (d) Students are not permitted to bring and eat out side food / cold drinks (Dhaba / restaurants) in the University campus.
- (e) Students are permitted to take items available in the University Food Court as well as the cooked home food to their respective hostel common area only.
- (f) Students are permitted to take non-perishable food items to their room only after due checking by the security.
- (g) Please **Do Not Waste Food.**



**17. Food For Unwell Student**

- (a) Students feeling unwell should inform Warden for food requirements, if any.
- (b) Warden will take necessary action as deemed fit..

**18. Unwell Students**

- (a) Students feeling unwell must inform the Warden. Self-medication is NOT advised.
- (b) Students suffering from any chronic disease and / or allergic to any medicine are to inform the details in writing at the time of admission itself.
- (c) If the same is diagnosed after joining the hostel, information to be provided to Hostel immediately.
- (d) In case any student is affected with any communicable disease, parents are requested to make alternate arrangement of treatment in the interest of other students of the hostel.

**19. Inspections**

- (a) Rooms can be inspected at any point of time. This could be to check upkeep, general cleanliness, maintenance or for any safety security check.
- (b) Students shall be duty bound to permit the inspection.
- (c) The inspection may be conducted for the Almirahs / Beds or any furniture or fixture as well as the complete room including balconies, corridors or washrooms.
- (d) The reports are to be submitted by the Inspectors in the concerned registers.

**20. Keys**

- (a) Students shall be provided keys to the lock of their rooms. They are not allowed to use **OWN** lock for the Main Doors.
- (b) For the Almirahs issued to them, they are advised to use personal locks and take care of their keys.
- (c) Loss of key would attract fines.

**21. Loss Of Valuables**

- (a) Students are advised to **NOT** hold any costly Cell Phones or any other Electronic Gadgets / Equipment / Laptops or items that are extremely costly.
- (b) Students are also advised not to hold cash more than 500/-
- (c) Kindly note that fees can be paid online. Square One / TeaQ have the facility of payment through Cards. Hence the requirement to hold huge amounts of Cash cannot be justified.
- (d) Students are provided Almirahs and are expected to be responsible and to take care of their personal belongings.
- (e) The University Authorities shall not be responsible for any loss of valuables of Students.

**22. Cell Phones**

- (a) Cell phones are permitted inside the hostel but students should not use them during silence hours in the hotel
- (b) **SILENCE HOURS START FROM 11:00 PM TO 5:00 AM.**
- (c) Loss of cell phones shall not be the responsibility of the University Authorities.

**During silence hours students shall not be permitted any indoor games, music or any other activity that may disturb the other students. Students are permitted to switch on their own study table lights.**

**23. Fees**

- (a) Fees are collected **Semester** wise and Fee cycle is December for even semester (**January–June**) and June for odd semester (**July-December**).
- (b) The fee shall be paid by online mode only.
- (c) Students are expected to pay the full semester fee. Partial payments/Installments would not be entertained.
- (d) Hostel fee once paid will not be refunded / non-adjusted except the candidate leaves the course during the first semester only.
- (e) Hostel fee is **NON-REFUNDABLE** if the student is expelled from the hostel on disciplinary grounds.
- (f) **Hostel charges are subjected to revision every year.**

**24. Various Committees**

- (a) Floor-in-Charge Committee
- (b) EPIC Club
- (c) Sports Committee
- (d) Discipline Committee

**25. Composition Of Committees**

<b>Committee</b>	<b>Composition</b>	<b>Role</b>
<b>Floor-In-Charges Committee</b>	Floor In Charges of Hostels caretakers wardens	Handling various works. Situations in the Hostel that needs to be monitored through floor in Charge
<b>Epic Club</b>	Elected Students Detailed Wardens DSW, Associate Director – Residential Services	To Plan and organize various entertainment and bobby activities and competitions for students of the hostels.
<b>Sports Committee</b>	Elected Students detailed Wardens Sports Office, DSW, Associate Director – Residential Services	To Plan and organize various Sports activities and competitions for students of the hostels.
<b>Discipline Committee</b>	Registrar, Concerned Dean, Head Residential Services, Head –Security, Head –Maintenance, Head –Student Discipline, Concerned Mentor, Concerned –Hostel Warden	To see the discipline issues of Hostel Residents



**26. Functioning Of Committees**

- (a) Committees need to meet regularly and the decisions taken should be made known to all hostellers by displaying the MOM on the Notice Boards.
- (b) Every Committee (of the hostel) would have Wardens also as Members and the Final approval for the recommendation of the Committee, would be by the **ASSOCIATE DIRECTOR – RESIDENTIAL SERVICES**.
- (c) The committees need to be adhering to the timing and the various rules laid down while organizing any function.
- (d) The MOMs of all committees need to be maintained.

**27. Committee Meetings**

- (a) Agenda Points are finalized by the Secretary in consultation with the Head of Committee.
- (b) Points submitted to all members to enable analyze all points that could arise.
- (c) Matter discussed amicable for best results
- (d) Put up for approvals
- (e) **MOM** prepared and displayed for information of **ALL HOSTEL** Students.

**28. Notice Board**

- (a) All instructions pertaining to students would be displayed on the Notice Boards of the Hostels.
- (b) Students are expected to read the Notice Boards and be aware of the Instructions. Ignorance of Rules cannot be claimed as an excuse.

**29. Behavior With Staff**

- (a) Students are expected to behave well with all Hostel Staff including Wardens, food court Staff, HK Staff, Maintenance Staff, IT Staff and Security Staff.
- (b) Students reacting in a rude/impolite manner will not be acceptable.
- (c) Misbehavior with Staff will lead to strict action against the student.
- (d) Using services of the staff for private errands is not permitted.

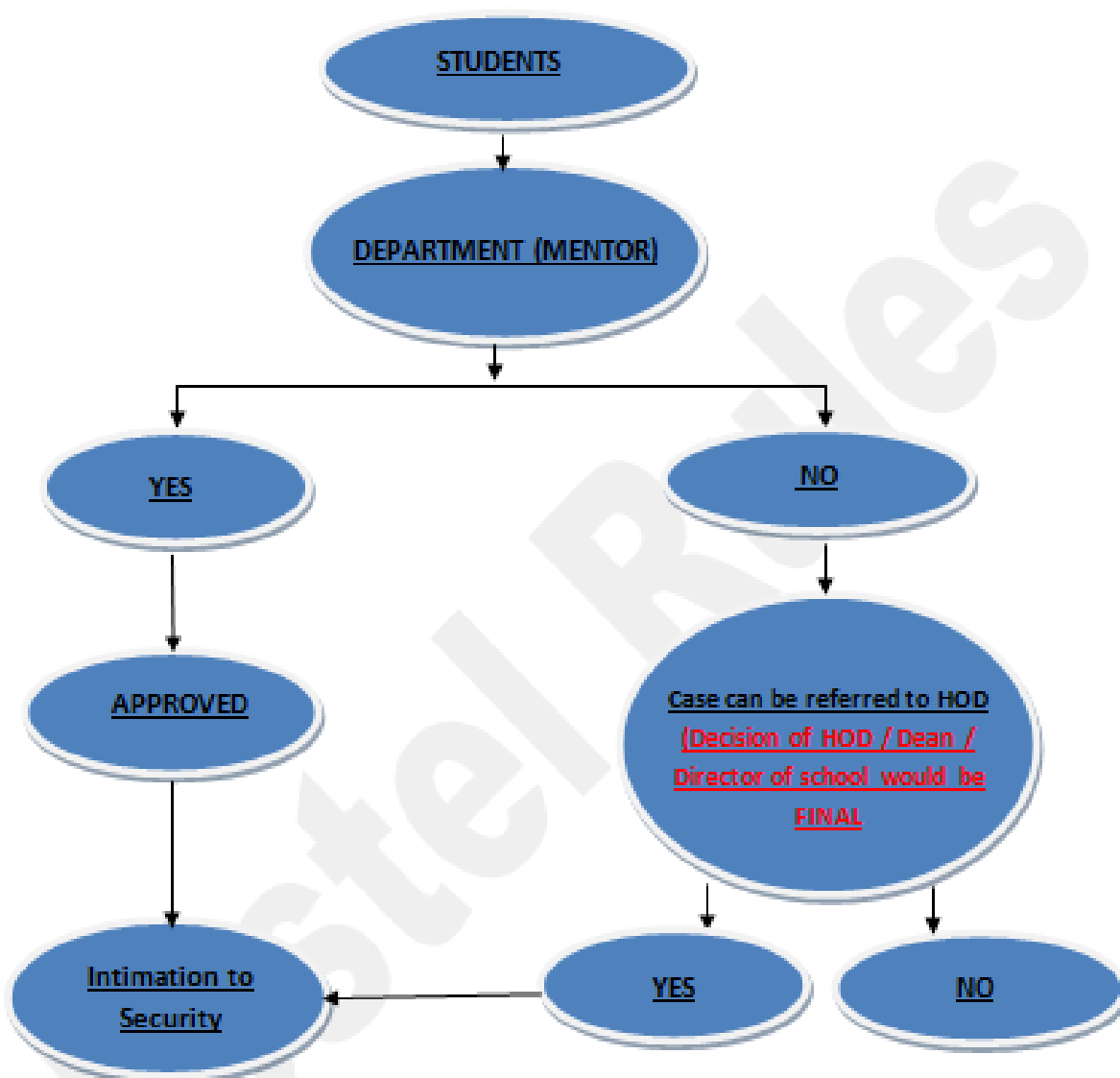
**30. Attendance Timing In Hostel**

- (a) Attendance shall be monitored on biometric (For BHs) and manually by wardens/caretakers (For GHs). Proxy attendance shall be dealt with very strictly
- (b) Attendance (physical) would need to be ensured by the wardens personally and a confirmation provided to the Associate Director – Residential Services.
- (c) Students are not permitted to move out of hostel after the IN attendance at night.



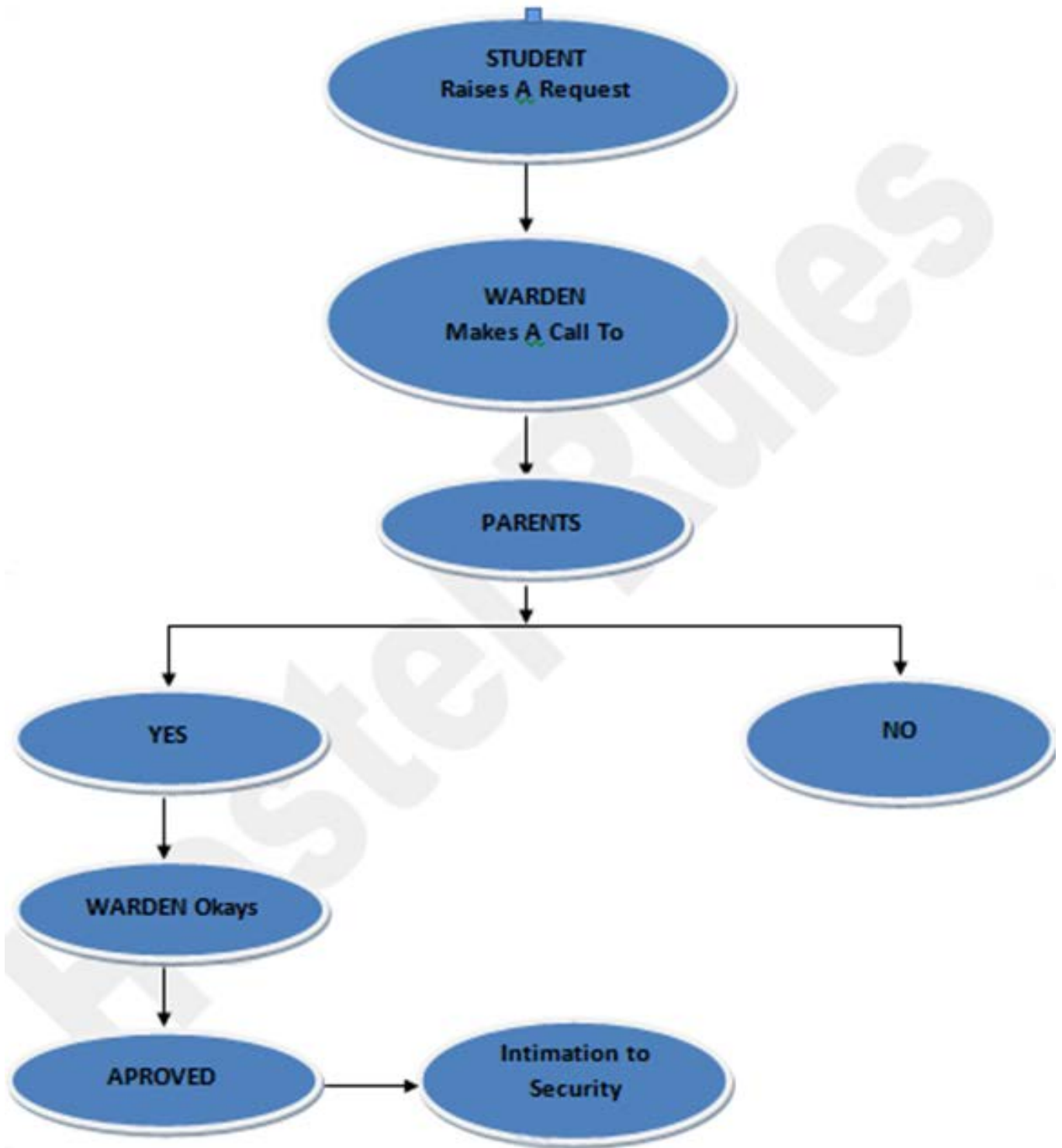


**31. Gate Pass On Working Day**





**32. Gate Pass After Working Hours & On Holidays**



**33. Movement In / Out Of Campus**

- (a) **PROCEDURE OF GATE PASS** (Flow chart)
- (b) Security shall monitor IN/OUT timing of students moving with a Gate Pass.
- (c) For latecomers a list is prepared by Security (Main Gate) and forwarded to Associate Director – Residential Services on a DAILY Basis.
- (d) Student without Gate Pass shall be subjected to very strict action.
- (e) Students should return back to campus within the authorized time as laid down from time to time.

**34. In Case Of Delays**

- (a) Latecomers would be penalized.
- (b) Habitual latecomers would face strict disciplinary action.
- (c) In case of a genuine requirement, students are expected to first call and confirm to the warden about reason of delay and their present whereabouts. Such cases would be put on record by wardens.
- (d) Case shall be referred to Discipline Committee for habitual Offenders.

**35. Security Checks**

- (a) Students are advised not to create any situation where the Security would need to take stringent action.
- (b) They are expected to co-operate with the Security for the various checks.
- (c) Checks can include check of baggage, check for alcohol consumption, frisking or check of illegal materials in the room or any room (including the balcony or corridor) at any time without giving prior notice to the students.

**36. Day Scholars**

- (a) Day scholars are not allowed in the hostel.
- (b) Hostellers found permitting/ facilitating entry of day scholars would be held responsible.
- (c) Day Scholars desirous of staying in hostel for any specific day, would need to apply, mentioning reasons and with approvals of the HOD, to the Associate Director – Residential Services. The said student may pay the concerned fees and shall be allotted a specific room. Entry to the hostel and food shall be provided ONLY basis the receipt of the fees.

**37. Attending Class**

- (a) Students are expected to attend their respective classes regularly. No student is permitted to be in the Hostel premise during Class hours (During Exams Days, necessary changes are incorporated in this rule by the Associate Director – Residential Services).
- (b) In case of any valid reason to be absent from class, the student has to provide a written application, duly signed by the Mentor, to the Warden and this will also be noted in the Parent interaction Register of the Student.

**38. Birthday Celebrations**

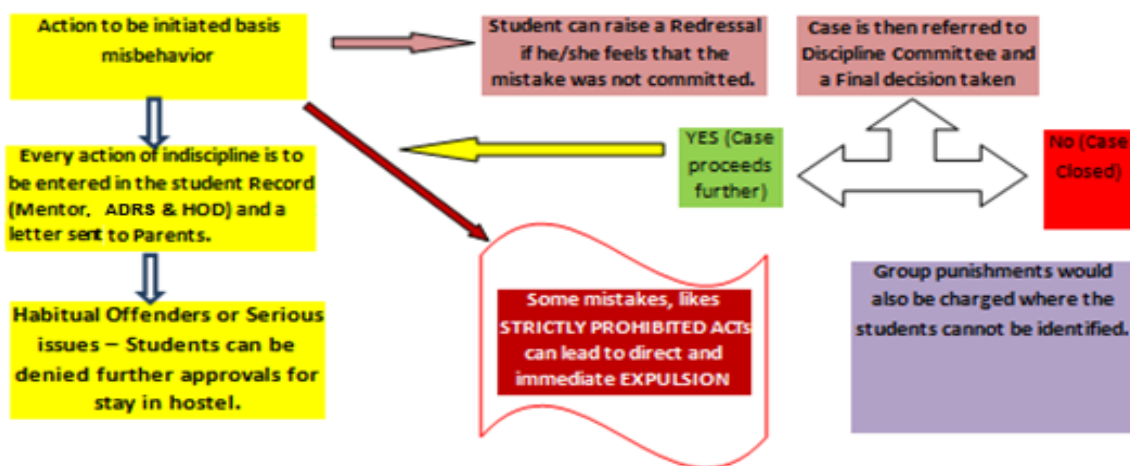
Students shall be permitted to celebrate birthday parties in the concerned common area. But this shall be <b>ONLY</b> with the required permissions.	
<b>STUDENT</b>	Application to Warden with names and details of Students who would attend the Party. Security Deposit (Refundable) to be paid. This amount shall be decided by the Associate Director Residential Services (ADRS) and would be fully refunded if there are no damages/ additional works caused during the celebrations in the common area.
<b>WARDENS</b>	Approvals of ADRS shall be sought by them. Details of time permitted for the Party also to be mentioned in the approval. Warden shall convey details to Security. They shall permit lights ON, Music and games at low decibels.
<b>SECURITY</b>	Shall check that only students permitted, exit the Hostel and proceed to Common Area . Also need to ensure that the Celebrations are within limits and after the Party, Students proceed back to Hostel within laid timings.
<b>HK Staff</b>	Ensure common area is cleaned and handed over to the warden. Lights switched off at 11:00 pm may be switched ON for the parties. HK Staff (Hostel) to ensure cleanliness after the Party.
<b>Wardens are expected to monitor the discipline during parties by themselves, through caretakers or surprise checks. They shall be personally responsible for the discipline at the venue.</b>	

**39. No Dues**

- (a) When a student vacates his/her rooms on his/her own accord or if asked to vacate by the University Authorities on any ground, the No Dues Certificate (Hard Copy) is to be raised.
- (b) The check-out would need to be entered in the Chalk pad by the Warden.
- (c) The Accounts shall clear the Student **ONLY** once dues are reconciled and the entry made in the chalkpad by the warden.

**40. Necessity For Set Of Rules**

- (a) Students residing in the hostel are expected to display good behaviour. To ensure that all students can avail the facilities and to ensure a comfortable stay for all the students in the hostel, students are expected to follow the laid down rules and regulations.
- (b) Students violating rules would be dealt with strictly and the behavior shall be recorded. Decision of Disciplinary Committee shall be recorded for all cases.
- (c) Students involved in more than one disciplinary case or any one serious disciplinary case would not be permitted to be Office Bearers of any CLUB of the campus for the whole academic Session.
- (d) All Misbehaviors of students shall be informed to PARENTs and HODs.
- (e) Habitual offenders can be refused accommodation in the campus.
- (f) Students have the right to plead against their case. During the periods pending decisions, the student shall continue to be in the hostel. (Decision of Discipline Committee shall be final).



#### 41. Strictly Prohibited

Smoking, using or being in possession of any tobacco products, consuming liquor or being in possession of alcohol, consuming or being in possession of any drugs, ragging. Eve teasing, sexual harassment, holding obscene material in soft copy or hard copy, illegal possession of weapons or equipment, stealing, gambling, cooking in the rooms, keeping pets, keeping personal vehicles (e.g. Cars / motor cycles / scooters / bicycles etc.) Inside and outside campus, borrow money from Co-hostelers etc., are strictly prohibited and defaulters would lead to immediate expulsion from the hostel.

#### 42. Student Speak

- Students who desire to speak or project any valid problems they face, & that needs to be addressed, shall always be heard.
- They would need to apply to the Associate Director – Residential Services with a copy to the Mentor and Discipline Committee.
- They would need to provide all related documents and records to justify their points.

#### 43. Student Records

- The **COMPLETE** records of the Students need to be held in the Hostel as well as with Concerned Wardens.
- The parents would need to sign on the Records (updated) on a **SEMESTER** basis. In case there are changes before end of semester, the parents are expected to inform the wardens **IMMEDIATELY**.
- The Records would consist of
  - Name / DOB of Student
  - Parents Details (Name/Address/Contact Number/Email id)
  - Local Guardian Details (Name/Address/Contact Number /Email id)
  - Medical fitness of Student

**44. Interaction Of Parents**

- (a) All parents would surely appreciate the guidelines of the hostels.
- (b) Our aim would always be well-being of our students and we believe that TOGETHER we shall be able to guide them better.
- (c) Kindly help the students appreciate the need to be adhere to rules in a society and to abide by the same.
- (d) We request parents to kindly interact with the Mentors and Wardens at least once in 6 Months (On phone, by mail or by visiting us).
- (e) Once in a semester, a meeting with parents/students and all support Teams and HODs/Mentor is suggested.

**45. Wardens & Mentors**

- (a) For the balanced growth of the student, it is considered necessary that the Mentors and Wardens should be aware of the student very well and need to have a joint effort in mentoring the student.
- (b) On the one hand Mentors shall keep the wardens aware of the performance of the Students (Including academics and attendance) while on the other hand the Wardens should maintain the records and use these records to counsel and also to monitor that the student is provided necessary support in the hostel.
- (c) Associate Director – Residential Services shall also be very instrumental in counseling students.
- (d) Every resident student needs to understand that the hostel room is allotted to enable him / her to study in a comfortable environment. This is a facility that is provided by the University authorities and each student is expected to: -
  - (i) Follow Rules and Regulations that are laid down
  - (ii) Maintain the allotted rooms and hostel surroundings
  - (iii) Respect the staff
  - (iv) Co-operate with fellow students
  - (v) Study hard, eat healthy and stay fit mentally & physically
  - (vi) Explore the facilities to grow as a good citizen and student

**Amendments Of Hostel Rules & Regulations**

The University reserves the right to modify / cancel or amend all or any of these rules and issues supplementary rules or amended rules without prior notice and shall be applicable with effect of notification of such amendment and the date on which the same is notified on the **CHALKPAD**.