



GENERAL RULES FOR HOSTELS

Admission to Hostel & allotment of room

- The admission to hostel and allotment of room in First year will be on first come first served basis.
- In senior classes the room allotment will be on merit cum choice basis.
- Every student has to vacate the room during summer break for general maintenance of the hostel
- The rooms in the hostels will be allocated year-wise and programme-wise.
- A student seeking admission has to apply for the hostel accommodation in a prescribed form available in the office and submit the same duly completed in all respects specially mentioning their parents and local guardian's name, their postal address, contact, telephone numbers along with his/ her admission letter. All students allotted hostel accommodation by the University management are required to deposit their full hostel fees before allocation of a room in the hostel.
- No inmate is allowed to exchange his/her room without prior written permission of the management
- All students shall ensure that all lights are switched off when not in use. Electrical appliances like room heaters, electrical kettles, electric irons, stove, hot plate, heater or emersion rod are not permitted for use in the hostel. If detected, the same will be confiscated and suitable penalty imposed.
- No student is permitted to prepare tea or cooking of any food items in the room.
- Hostellers should not keep any costly items, jewellery etc. in their rooms. Management shall not be responsible for loss of any such items.
- Gambling, betting is not permitted in the hostel
- Hostel telephones are not available to hostellers for making any outside calls. However, permitted to receive incoming calls subject to restriction as imposed.
- No private party shall be organized by any student in the hostel without prior permission of the Warden/ Administrative Officer
- Students must submit application for allotment of rooms to the warden before leaving for summer break for room allotment in the next semester. They should also pay the advance hostel fee along with the application.
- The room allotment will be done on merit cum choice basis.
- Choice of room partner may be accommodated as far as possible.
- The allotment of room will automatically expire at the end of EVEN semester before start of summer vacation.
- The duration of the hostel stay will account from the 1st day of the Academic session upto the last day of the Academic session

Occupying the allotted room

- On return from summer break the student may occupy the room allotted to him/her after depositing the full hostel and mess charges for the next year.
- The fee deposition receipt will be submitted in the office of Warden, who will give the key of the room to the student.
- The student will take charge of the electric fittings, furniture and other items available in the room. For any damage, student shall be charged accordingly.
- At the time of handing over the room before summer break he has to hand over all these items to the warden.
- Penalty shall be imposed on student for the lost/ broken/ missing items.

Vacating the Room

- The allotment of room will automatically expire at the end of EVEN semester before start of summer vacation.
- Every student has to vacate the room during summer break for general maintenance of the hostel
- At the time of handing over the room before summer break he has to hand over all these items to the warden.
- Penalty shall be imposed on student for the lost/ broken/ missing items.

Hostel Conduct Rules

- The student must develop in him/her the traits of a technocrat / manager/ good citizen.
- The student must maintain his/her conduct as good, all through the stay in the hostel by abiding rules and regulations.
- Hostel rules, office orders, status of a warden and staff must not be disregarded.
- Any disregard shall lead to a fine in cash/marks or both. Any student being found a defaulter second time may be suspended from the hostel for period of one-year or less and they will be referred to hostel's Discipline Board.
- However, if the student is once again found as a defaulter the parents shall be requested to withdraw the student from the University or else the name is stuck off from the roll for bad conduct.
- Any student remaining absent continuously from hostel for more than three days without prior approval for absence shall be assumed to have left the hostel. Re-allotment of room shall be required if desired to continue in the hostel.
- Students shall follow the dress-code on all the formal functions in the hostel.
- No hostel resident will be allowed entry in the hostel after 10:30 P.M. unless he is permitted by the management to do so for specific reasons
- No guest/ visitor are allowed in the Hostel premises after 9:00 P.M.
- No resident is allowed to have any unauthorized person in his room

- Firearms, knives or such other weapons are strictly prohibited in the Hostel premises
- All students (boys and girls) residing in the hostels must ensure that they maintain discipline at all times. The following are considered as VIOLATION OF DISCIPLINE/MISCONDUCT
 - Not extending courtesy to Director/Faculty/Staff/ other visitors as per time of the day.
 - Shouting, whistling, using un-parliamentary language in rooms, corridors, common room, hostel precincts.
 - Not having proper hair cut once a month (for boys only).
 - Not shaving beard regularly (for boys only, not applicable to sikh students) keeping moustaches is optional.
 - Wearing improper clothes, shoes / unpolished shoes.
 - Causing damage to fixtures & equipments in room/corridor / toilets/ common room/class room/laboratories.
 - Showing disregard to rules, regulations, notices, displayed/promulgated from time to time on the Hostel Notice Boards.
 - Talking to executive/ warden/ faculty with hands in the pocket/ hands crossed over chest.
 - Speaking in high tone in dining hall/reading rooms premises.
 - Not keeping newspaper/magazines properly after reading.
 - Not adhering to mess timings/ mess conduct rules.
 - Not attending classes as per the time table schedule and staying in hostel during University hours.
 - Not paying hostel fees/fines/other charges by a specified time.
 - Smoking, drinking, chewing pan/ pan masala or bringing any of these items inside the hostel complex.
 - Not keeping room neat, clean, tidy at all times.
 - Pasting newspaper/ any other paper on glass windows or walls of room or at any other place.
 - Throwing waste paper/rubbish/polythene bags out of window or in corridors.
 - Making or pasting sketch/drawing of any kind in room, corridor, common room, desks/table, drawing board, black board, door, wall in any building.
 - Making or disfiguring any photo/ picture in newspaper, magazine or books in library.
 - Tearing off any page from newspaper, magazine or books in library.

- Not attending in time or being absent from the meeting scheduled by the Warden at a date, place and time specified by the Warden through notice or through verbal instructions.
- Moving out of the hostel gate in bathroom slippers, shorts, Bermudas etc. reflecting casualness towards dress sense.
- Carrying water glasses, spoons out of the mess-dining hall with tea and keeping used glasses and spoons elsewhere reflecting poor sense of responsibility.
- Boys Loitering outside or near the gate of Girls Hostel and mess stairs.
- Calling and addressing and meeting students anywhere in campus without proper authorization.
- Smoking, consumption of non-vegetarian food, drugs/narcotics and alcoholic beverages are strictly prohibited in the University campus. Severe disciplinary action shall be taken against the offenders as decided by the Director. No students shall be in possession of these items.
- There shall be no ragging on juniors by senior students.
- Students found jumping over the boundary wall of the University shall be dealt with severely.
- Smoking, chewing of beetles and tobacco, use of drugs, narcotics and liquor are strictly prohibited. Any student is found violating this will be rusticated from the hostel.
- Students shall not enter into any kind of quarrel amongst themselves and they should maintain cordial and friendly relations amongst per groups juniors and seniors. Due respect and regards must be paid to the faculty and staff. Junior students must pay every respect to their senior students. At the same time the senior students should not take undue advantage of juniors to abuse and must accept them as part their team members.
- Never damage anything in the institute or smear the walls and furniture. Do not forget that it has been obtained from your own money.
- Maintain silence in the corridors.
- Students shall ensure that they park their two/four wheeler vehicles in a proper and systematic order at the specified parking areas.
- That they do not indulge in any anti-social activities, controversy of political nature or in any strike causing loss of their valuable time and studies
- That they behave in a disciplined and dignified manner in the campus and at public places like market, cinema halls etc.
- That they behave very decently towards girl students. Any act of misbehaviour towards girl students will not be tolerated at all and is liable to be dealt with very strictly including expulsion from University.

It may be noted that indiscipline will be seriously dealt with.

Notwithstanding the above clauses, the decision of the Director/ Management will be final in all cases.

NOTE RAGGING IS BANNED IN UNIVERSITY AND HOSTEL FOR THIS PURPOSE WILL BE PART OF UNIVERSITY

- *Remember that it may lead to Contempt of Court as the Supreme Court has ordered to ban ragging in the colleges. You shall be expelled from the college. The Head of institution has power to suspend a student temporarily from college, pending inquiry in to his /her conduct regarding allegations.*
- *Students indulging in any form of ragging will be liable to severe punishment including monetary fine, expulsion from the hostel/college etc. and such cases will be reported to the police.*