

## RULES AND REGULATIONS

### **1. BEHAVIOUR AND DISCIPLINE**

- 1.1 Hostelites are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- 1.2 Smoking is not allowed in the hostel complex at anytime.
- 1.3 Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed.
- 1.4 Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the accommodation officer.
- 1.5 Hostelites must return to the hostel by 8 pm everyday and are not allowed to leave the hostel before 6 am.
- 1.6 The hostelites will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the accommodation officer.
- 1.7 A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio etc provided in the common room must be switched off or volume toned down after 10:00 pm. These rules are intended to ensure a conducive environment for all hostelites.
- 1.8 Vandalism is a very serious offence. Hostelites found guilty of committing such an offence can be evicted from the hostel.
- 1.9 In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college authorities.

## **1. UPKEEP OF THE HOSTEL**

- 2.1 Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times.
- 2.2 All fans, lights and electrical appliances must be switched off when not in use.
- 2.3 Cooking, making tea etc is not allowed in the hostel.
- 2.4 Common hostel furniture must not be moved without the permission of the accommodation officer.
- 2.5 Any damage to the hostel property must be reported immediately to the accommodation officer. Hostelites will be charged for all damages except damages caused by normal wear and tear.
- 2.6 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- 2.7 The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
- 2.8 Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the accommodation officer. However, every effort will be made to respect the privacy and dignity of the hostelites.
- 2.9 The hostel management reserves the right to move hostelites to other hostel units if there is a necessity.

## **1. VISITORS**

- 3.1 Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours as follows.  
Weekdays: (Monday-Friday) - 5:00 pm to 8:00 pm & 7:30 am to 8:30 am  
Weekend (Saturday, Sunday) and holidays- 7:30 am to 8:00 pm
- 3.2 All visitors must register at the guard house and provide all details and documents as requested by Security before entering the hostel complex. All visitors must leave the hostel complex by 8:00 pm.
- 3.3 Hostelites are not permitted to allow visitors of the opposite sex into rooms at any time for whatever reason. Any hostelites found violating this rule will be evicted from the hostel.
- 3.4 Non-Hostel students are prohibited in the hostel without the permission of Residential Warden. The student who violates this is answerable to the Warden.

## **Rental**

4.1 Hostelites are required to pay their rental in advance. The rental is paid on a annual basis and must be paid at least 15 days before the beginning of each annual

4.2 The hostel management reserves the right to increase the rental by giving one month's notice.

## **TERMINATION OF TENANCY**

5.1 Hostelites can terminate the hostel tenancy by giving at least one month's written notice. Failure to give one month's advance notice will result in forfeiture of one month's rent.

5.2 The hostel management can end this tenancy at any time if:

(a) the hostelite fails to pay any sums due to the hostel within fifteen days of the due date

(b) if the hostelite fails to comply with the terms of this tenancy.

5.3 Admission in the hostel cannot be claimed as a matter of right.

## **6. SECURITY**

6.1 Hostelite are required to carry their hostel card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.

6.2 Hostelites are advised to lock all doors at all times for security reason.

6.3 The hostel management is not responsible for any loss of private property. Hostelites are strongly advised to lock all your valuable e.g. mobile phones, laptop, watches, money etc at all times.

6.4 Hostelites are not permitted to change rooms or sleep anywhere other than in their own room.

6.5 Any hostelite who find his/her room-mate missing for more than 24 hours, must report to the accommodation officer immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place . Your cooperation is very much appreciated.

6.6 Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as T.V, VCR, heater, iron, oven etc in the rooms is also prohibited.

6.7 Pets are not allowed in the hostel complex.

## **LATE NIGHT PASSES**

7.1 Hostelites should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late (not beyond 10:00 pm), he/she should obtain a late night pass from the accommodation officer in advance and this pass must be produced to the security guard on returning to the hostel.

## **EMERGENCY**

8.1 In case of any emergency, please contact the security guards at the guard house or call hostel/college authorities. Important telephone numbers are provided with these guidelines?

## **REVISION OF RULES AND REGULATIONS**

9.1 The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelite informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

## **1COMPLAINTS AND SUGGESTIONS**

10.1 Any complaints, suggestions or enquiries are always welcome.