

DISCIPLINARY RULES FOR THE STUDENTS OF THE HOSTELS

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make them liable to disciplinary action including expulsion from the hostels and also from institution.

1. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
2. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. In special circumstances, if the student wants to stay outside the hostel prior permission must be taken from the Dean's office. Unless they clear the dues, they shall not be allowed to take Professional Examinations. Further, he/she may be expelled from the halls of residence and/or messes.
3. The admission into hostel is valid upto commencement of academic programme.
4. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
5. Residents shall occupy the rooms only after allotment is made by Hostel Superintendent. Change of room may be permitted in exceptional cases, provided it is deemed necessary/ justified by the Hostel Superintendent. Un-authorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.
6. No parent or guardian of a student is permitted to stay in the hostel.
7. Male students shall not remain absent from their hostels during night between 9.30 PM to 6.00 AM without the prior permission of the Warden. Corresponding timings for the women's hostel are 8.30 PM to 7.00 AM even with prior permission. In case of any emergency, they should take written permission from the Warden. The students are required to carry their identity cards with them when they move inside the campus.
8. Visitors are not permitted in the hostel after 7.30 PM. However, in special cases, prior permission of Hostel Superintendent must be obtained to stay beyond these hours.
9. Hostel Students shall not leave the headquarters without prior permission of the Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimated.
10. Any hostel student harbouring any un-authorized person(s) will be expelled from the hostel immediately.
11. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Hostel Superintendent. However, for any accident or fatality that may occur during picnic/ excursion, the responsibility does not lie with the Institute or Hostel Authorities.

12. No resident of the hostel is permitted to take any article/ utensils etc., outside the hostel/mess premises and even to his/her room.
13. No association of students on the basis of region, caste or creed is permitted.
14. No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Hostel Superintendent.
15. Residents shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the residents and on the campus.
16. No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden of concerned Hostel.
17. Keeping of lethal weapons like sticks, rods, chains etc., in the hostel rooms is strictly prohibited.
18. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus and detain anyone depending upon the severity of the offence.
19. Ragging of any kind is an offence and the student found guilty will severely be punished as per G.O.I. rules. The students are advised not to indulge in such activities.
20. Students who have finished the course work but yet to pass some examination will not normally be given accommodation in the hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.

The proper framing of rule is required in this regard and it will be decided by the Competent Authority.

21. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the Institute or both by the appropriate authority.
22. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
23. The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited.
24. Medical facilities are provided at the college dispensary for routine health problems.
25. In case a student falls sick, he/she should contact immediately to the Warden/ Hostel Superintendent.
26. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden/Hostel Superintendent.

27. A hostel student will be completely responsible for all his possessions including his/her Laptop/Computer / Electronic gadgets, valuables items etc., the Institute / Hostel will not be responsible for any loss incurred.
28. No one should use the belongings of other students without their consent.
29. Boarders will be personally and collectively responsible for any loss/ damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups as may be found responsible.
30. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office or at any other safe place under their own custody.
31. They should lock their rooms properly when they go out for their bath, mess, class etc., Each room-mate must keep a key of the door lock of his/ her room, particularly in the case of double/ triple seated rooms.
32. Each student shall use only one tube-light not exceeding 40 watts. Use of all unauthorised electrical appliances such as heaters etc., is strictly prohibited and these will be confiscated and the concerned student will be penalised. However, usage of computer and printer in the hostel room will be allowed with prior permission from the Warden/ Superintendent.
33. Fans and lights must be switched off when the students leave their rooms. Light must be switched off positively when they go to bed. In case, it is noticed that fans/ lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.
34. Every student residing in the hostel must dine in the hostel messes only. Individual / group cooking in rooms is forbidden. If found, they will be expelled from hostels or fined.
35. Playing music and videos etc., inside the rooms is strictly prohibited as it causes disturbances to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
36. Every inmate of the hostel shall pay the mess bill and other charges before the stipulated date of every month, failing which fines will be imposed as per rules and regulations.
37. The room of any student in the hostel can be inspected at any time by the Warden or any authorised member of the Institute staff or district police officials. Inmates are advised to keep their ID Cards with them and show them on demand.
38. Block volunteers/ Mess volunteers will be selected on merit or as desired by Warden/ Hostel Superintendent from among the Block/ Mess Students to assist him/ her in the supervision of hostel block/ mess and in enforcing discipline. Every hostel inmate shall co-operate with him/ her in the act of discharging his/ her duties.
39. Hostel inmates are requested to maintain their surroundings neat and clean.

40. Students should not break open or try to break open the occupied/ vacant rooms of the hostels. Any damage done to the hostel properly will have to be borne by the concerned student if identified or by all the residents of the hostel.
41. Inmates should not use fire crackers on any occasion inside the hostel or within the premises of the hostel without prior permission from the Competent Authority.
42. Inmates are prohibited from writing slogans, or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/ group of students indulging in such writings.
43. All the hostellers are to note that electrical/ carpentry/ plumbing complaints should be given in writing to Warden In charge (Maintenance) or written in the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the students can contact the Chief Warden.
44. Female visitors and girl students are not permitted to visit the Boys Hostel any time and in special circumstances, prior permission is required from the competent authority.
45. Pets are not allowed in the hostel premises.
46. There should be a CCTV surveillance at the entrance of hostel.

FOR WOMEN STUDENTS:

1. Male visitors (visitors mean parents/ Guardians) are not permitted any time into the Women's Hostel.
2. In the case of the women's hostel, Lady visitors are not permitted after 7.30 PM.
3. All Girl students must be present in their rooms before 7.30 PM. Girl students must take prior permission from the concerned Warden/ Chief Warden for leaving the campus in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in (after obtaining permission from the concerned Warden). Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the Institute.

A consent from the parents and local guardian may be taken.

The following may also be adhered:

1. Hostel Rules and Regulations are framed and should be followed diligently
2. It is expected that, all hostellers would conduct themselves in a disciplined manner befitting the honour and respectability of the institution and the profession.
3. Ragging in any form is punishable.
4. The students are required to clear all dues in time.
5. Rooms are to be vacated according to rules and within ten days of completion of tenure so that the next batch may be accommodated.
6. In case of any problem or complaints regarding the hostels, the concerned warden or the hostel caretaker or the Deputy Superintendent of Hostels or Chairman Hostel Committee should be contacted.

Maintenance

1. All hostellers are required to look after their rooms and hostel property properly.
2. Water and electricity should be consumed as needed and not to be wasted.
3. Use of electrical gadgets and machinery (namely heater, washing machine, iron, TV, AC, Music System) without prior permission is strictly prohibited.
4. General cleanliness of the Hostels and toilets is done by the institution.