

HOSTEL RULES & REGULATION

(Kindly Read the Rules & Regulations carefully before signing)

(Don't opt for Hostel if you do not agree with any of these)

1. **Hostel will be allotted on the basis of distance measured from the residential address as mentioned in the application form (Address Proof to be attached), subjected to the availability of Hostel seats**
2. The mess advance will be adjusted in the mess bill towards the end of the academic year.
3. The hostel fees are subject to revision every year. Hostel Committees' decision will be final in this.
4. Hostel Fee for every month shall be paid by 10th of every month, failing which Rs.100/- as late fee and in addition Rs. 10/- per day shall be charged as late fee till 20th of the month. After which the name of the Hosteler shall be struck off from the records and he will not be allowed to stay in the hostel.
5. No unbecoming activity of a student shall be allowed inside the hostel premises. The college authority reserves the right to evict any Hosteler if it is found that she is involved in any illegal/ unethical/ unprincipled/ immoral/ corrupt/ dishonest activity and due to which her stay in the Hostel Causes disciplinary or any other related problems for the management and the other occupier of the hostel.
6. No Hosteller shall be allowed to stay out without written request of the local guardian and written permission of Matron/RT/HRT/Warden. Decision of the warden will be final in such cases. Any student staying out without permission shall be fined Rs.50/- each, only for up to two occasions. Any repetition of this act after that will make him liable for expulsion without any notice.
7. The college authority reserves the right of admission for non-Hostellers. Trespassers shall be handed over to the police.
8. The Hostellers are advised not to keep any valuable article in the hostel. For any theft or loss of valuable articles, it will be the sole responsibility of that Hosteller and by way of no means what so ever Hostel authority can be held responsible for such lose.
9. Any Hosteller guilty of misconduct, breach of rules or showing disrespect to authority and nuisance to others including neighbours, shall immediately be expelled from the hostel without any notice. No justification for this can be sought from the hostel authorities.
10. Any damage to the property of hostel shall have to be paid in cash individually or the persons responsible or jointly by all the Hostellers. It will not be adjusted from Caution-Deposit.
11. The Warden's decision regarding fines shall be binding and final on all Hostelers.
12. Caution money will be refunded only if she will be required to clear all dues. No adjustment of any balance amount payable will be permissible from the Caution Deposit.

Mess, Hygiene and discipline

1. The mess committee will be elected for each month by the authorities for the smooth conduct of hostel mess.
2. The mess committee shall be responsible for the hostel hygiene, minimization of food wastage, quality of food etc.
3. The menu of food items for the month shall be published by the mess committee in advance.
4. Application for availing mess cut should be submitted to the mess committee at least one day before.
5. A mess secretary will be elected from the members of the mess committee for initiating major activities of the committee.
6. Hostel mess is meant for the inmates of the hostel. However guests can take food on a payment basis.
7. Maximum number of mess cuts an inmate can claim per month is 15 days. However the authorities can treat it as special in case of genuine situations like Ramzan season, carrying out project work etc.
8. A minimum of continuous 5 days of mess cut should be there for availing mess cut.
9. Extra food items can be availed by the inmate on an extra payment basis.
10. Mess bill for each month can be paid without fine till the end of the next month.
11. A fine of Rs.100/-will be charged for the payment after the last date and thereafter, Rs.10/-per day will be charged as fine.
12. Visitors will have to write their details in the visitors register. They are allowed only in the visiting room.
13. Inmates moving out of the hostel after 10.30 p.m.in any situation must take special permission and should to enter details in the movement register.
14. Inmates will have to produce their ID card at any time if asked by the authorities/security guard.
15. Creating a noisy environment in the hostel, causing disturbances in any form to other inmates of the hostel etc. are not permitted. Such activities will be treated seriously and disciplinary action will be taken.
16. The hostel entrance will close at 6.30 p.m. No inmates will be permitted to enter the hostel afterwards
17. Violation of hostel rules will invite punitive actions.
18. Amendments of hostel rules will be made at proper time by the hostel authorities
19. A Hosteller will have to take permission and No Dues Certificate from the Matron/RT/HRT/Warden when she finally leaves the hostel. The Caution Deposit amount will be refunded only after the submission of No Dues Certificate
20. No part of the fee paid is refundable for any reason.
21. The Hostel authorities shall keep the hostel clean and hygienic and the Hostellers shall help in doing so.
22. The Hosteller shall get breakfast, lunch and dinner, as per the menu displayed every week. The menu shall be decided by a mess committee.
23. No inter exchange of rooms shall be allowed without written approval of the hostel authorities.
24. In case a student wants to go to his home town she shall have to inform the hostel authorities in writing and make entries in the register while going and coming back accordingly.

Warden