

1. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute.
2. Accommodation would be provided only after paying the requisite fees and rents as decided by the Hall Management from time to time.
3. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Hostel authorities without prior notice.
4. No student will be allowed to stay in the Hostel without formal admission.
5. The Hostel admission has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
6. At the time of admission every student has to submit a written undertaking in the Prescribed form, Countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
7. At the time of admission of a student into the Hostel and beginning of every year, each resident is required to submit a duly filled in prescribed personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parent/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
8. The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
9. Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
10. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstance the inmates should exchange seats\rooms without the knowledge of the Management.
11. Inmates shall respect the equal rights of their roommates.
12. Accommodation will not be provided to any student whose registration is cancelled. Any students, whose name has been removed from the Rolls of the Institute, will

automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

13. Before vacating the rooms, the students have to fill up the prescribed 'Room vacating Slip' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture those where provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned..
14. Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine of Rs.____500_____ and expulsion from the Hostel.
15. All visitors to the Hostel including the parents/guardians will have to make necessary visitors' Book available at the Hostel entrance with the security guards.
16. The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator cooker, is strictly prohibited by the boarders in or outside the rooms.
17. The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed.
18. When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times).
19. The Mess shall provide both vegetarian and non-vegetarian foods.
20. The weekly menu will be prepared by the Mess Committee and the will be displayed on the Notice Board.
21. Discipline should be strictly maintained in the dining hall.
22. Day Scholars cannot be entertained as guests in the mess on a regular basis.
23. The inmates are not supposed to take food from the dining hall to their rooms.
24. The inmates should not enter the kitchen.
25. Wasting food is a social crime. Of wasting food by a boarder, fine of Rs. 200 will be imposed on him/her.
26. Suitable fine, as decided by the Mess Committee, shall be imposed on the case he/she defaults in payment of Mess dues.

27. All residents shall whole-heartedly cooperate in these endeavours.
28. Ragging in any form is banned. Severe punishment, including expulsion from the hostel.
29. Ragging in any form is banned. Severe punishment, including expulsion from the hostel and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.
30. Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
31. Students should be present within the Hostel premises between 9:30 PM to 6:00AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.
32. If any student wants to go out the city/town between 6.00 AM and 9.30 PM, excluding the class hours, he/she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected time of return with dates.
33. Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self/parent/guardian citing genuine grounds and consented by HOD he/she belongs. Going home frequently is not permitted.
34. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
35. Modesty in dress is expected from students.
36. All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
37. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
38. Notices must not be pasted on walls. Walls must not be scribbled on.
39. A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
40. If any maintenance work (civil, Carpentry, Electrical and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.

41. The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. Price of the item and a fine of Rs. 500.
42. The resident shall not move any furniture from its allotted place.
43. Residents should not participate in any anti-national antisocial or any other undesirable activity within or outside the campus.
44. The boards will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the hostel Management shall in no way be considered responsible
45. In the Hostel premises the following acts are strictly prohibited:
 - Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Willful damage to property
 - the Hostel premises in an intoxicated state
 - using abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
 - Cooking in the room or on the Hostel premises
 - Using two-wheelers and/or motor vehicles of any kind.

46. DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hall Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

