

# **HOSTEL RULES & REGULATIONS**

## 17.0 THE HOSTEL

The Hostel attached to the Institute is meant for all trainees. The following are the rules concerning the hostel. Notwithstanding what is mentioned in these rules, the Management reserves the right to alter or amend them and also exempt anyone from the operation of these rules, part or whole.

The Mess-in-charge or anybody authorized by the Principal is in charge of running the day to day affairs of the Hostel Mess. The Hostel Warden is responsible for discipline and order in the Hostel. Any order or instruction given by the Hostel Warden is therefore binding on all inmates. The decision of the Principal concerning any matter relating to the Hostel shall be final and binding on all employees and trainees of the Institute. Applications by inmates regarding any matter concerning the Hostel are to be submitted by them to the Hostel Warden.

### 17.1 Admission and Withdrawals

Admission to the hostel is compulsory for all trainees except in cases where he is permitted to be a day scholar by the Principal. The management reserves the right of admission as well as the right to direct any inmates to leave the Hostel with or without assigning reasons.

### 17.2 Furniture

Each boarder is supplied with the necessary furniture. He is expected to bring along with him his own bedding. After a trainee is admitted in the hostel, he is allotted accommodation by the Hostel Warden. No change of accommodation is allowed without Warden's permission. The Warden will display a list approved by the Principal showing the Room Number allotted to the trainees.

### 17, 3 Mess

The food is provided by the co-operative mess run by the students residing in the Hostel. A mess committee is formed amongst the students, representing first, second and third year. The mess provides vegetarian as well as non-vegetarian meal.

### 17.4 Mess Bill

Mess Bill for the trainees will be worked out on dividing system basis for cooperative mess and fixed amount for contract basis. Whenever possible the system may be revised from time to time by the management. The mess charges shall not be liable for reduction unless the inmate is absent from hostel for more than ten consecutive days in a month and the application for leave of absence is submitted to the hostel warden sufficiently early and mess in charge is also informed to facilitate reduction of rations.

### 17.5 Payment of Mess bill

Mess account will be closed on 25<sup>th</sup> of every month. The bill of the month must be paid on or before the 10<sup>th</sup> day of the succeeding month, without fail. Extension of time will generally not be granted. However in exceptional cases

for which sufficient reasons are produced in writing the, the head of the unit may grant extension till the end of the month. Delay in payment of mess bill will attract a fine of Rs. 10/- per day. Request for delayed payment is to be supported by parent. Management reserves the right to take appropriate action against defaulters. Payment of bill shall be made to the hostel warden or the mess in charge.

Parents/guardians are to kindly ensure or check if their ward has paid the mess bill every month. If the mess bill has not been paid within a month, their ward will not be allowed to further use the mess and he/she may have to vacate the hostel.

#### **17.6 Vacation**

No boarder shall be allowed to remain in the hostel during the vacation, except with the special sanction of the Principal. Such trainees will be charged at fixed rates for meals in case the mess is still functioning.

#### **17.7 Time Table**

The day's routine in the hostel is regulated as follows:

##### All Working Days

Rising time	Not later than 06.00h
Breakfast	07.15 to 08.15 h
Lunch	13.10 to 14.00 h
Tea	17.00 to 17.30 h
Dinner	19.30 to 20.30 h
Study hour	20.30 to 22.30 h (up to 23.00 h with permission)
Lights off	23.00 h

##### Holidays

Breakfast	07.30 to 08.30 h
Lunch	12.30 to 13.30 h
Dinner	19.30 to 20.30 h

The Hostel Warden/Principal may alter the above timings according to convenience.

#### **17.8 Hostel Leaving Permission**

No hostellers shall ordinarily be permitted to stay out of the hostel beyond 19.00 h. However, they can take permission as under:

- 17.8.1 On working days, the trainees can take permission as per the criteria from Section In charge through hostel warden to be absent from the hostel up to 20.30 h. On special requests from parents of trainees, they are allowed to leave the hostel on Saturday after working hours on Sundays and on holidays with Hostel Wardens permission. They have to be back by 19.00 on the day previous to the working day. Trainees who can go to their house/relatives houses are permitted to stay overnight at their houses prior to a holiday. This can be done only after requesting the hostel warden in writing and getting

his/her sanction. The application should be submitted at least 24 hours in Advance.

17.8.2 Permission to stay beyond 19.00 h on working day and for extension on the reporting back time prior to a working day is to be granted by the Principal. Application addressed to the Principal for such permission will have to be forwarded through the hostel warden sufficiently early. Each hosteller must give a separate application. Joint application will not be entertained. If permission is granted, the trainee on return to the hostel will report to the hostel warden and sign on the register provided for the purpose indicating the time of arrival.

17.9 Year backed students shall vacate the hostel within two days after the declaration of the result.

#### **17.10 Meal timing**

Trainees should strictly adhere to the meals timing as given in Para 17.7. Any inmate who is late may have to forfeit his meals.

#### **17.11 Study Time**

The study class during study hours in the evening for the hostellers is mandatory. The Principal/Hostel Warden may visit the trainees during the study time. Absence without leave shall be reported to the Principal for disciplinary action. No trainee shall cause disturbance to others during study time by visiting their rooms, tuning transistors, music system loudly, etc. No outsider is allowed in the hostel during study time. Perfect silence should be observed during study hours.

#### **17.12 Illness**

All cases of illness shall be immediately brought to the notice of the Hostel Warden who will take appropriate action. In the case of serious injuries, under the advice of a qualified Doctor, the patient may be admitted to the hospital. Trainees suffering from infectious diseases will be isolated immediately. Guardians will be informed whenever a trainee is ill for long period or when he is admitted to the hospital.

#### **17.13 Loss of valuables**

The trainees are advised not to keep with them valuable items that do not have direct relevance to their stay in the hostel. The hostel shall not hold itself responsible for any article/item lost by the inmate. The trainees are advised to take good care of their valuables and not to keep money with them. If they wish, they can deposit the cash with the Hostel warden and obtain receipt for the same.

### **18.0 HOSTEL BEHAVIOR AND DISCIPLINE**

18.1 No furniture shall be dislocated or tampered with. Any willful damage to any hostel property will be paid for together with such penalty as may be imposed

by the Principal. Each hosteller shall handover to the hostel warden the furniture allotted to him in sound condition, at the time of quitting the hostel failing which the inmate will have to pay/replace the damaged equipment.

- 18.2** No organized meeting shall be held in the hostel or in the premises of the institute, without the permission of the Principal.
- 18.3** Smoking by trainees is prohibited in the hostel. Smoking materials such as cigarettes, beedies, tobacco etc., shall not be brought to the hostel.
- 18.4** Keeping or drinking alcoholic beverages in any form by the trainees is strictly prohibited. If found so, severe action will be taken against the trainee and parents/guardians will be duly informed.
- 18.5** No boarders shall make any disturbance in the dinning hall. They shall not enter the kitchen or indulge into any form of argument with the mess staff. Complaints if any, about the behavior of the mess staff, shall be made to the hostel warden.
- 18.6** No hostellers shall take any electrical connections from the light points provided for them.
- 18.7** There should be silence during the hour of study. At 23.00 h room lights are to be switched off. Late nights are not meant for those who are entrusted with precision machines, Hi tech Electronic equipments.
- 18.8** The hostel room and furniture should always be maintained neat and clean. Clean bed sheets, pillow cover and rugs should be used.
- 18.9** TV viewing is allowed on Saturdays till 23.00 h. The head of the Institution may alter the timings as per requirements.
- 18.10** Room once allotted to the inmate will not be changed under any circumstances. However under special circumstances and for genuine reasons, the hostel warden may permit change of room. Trainees are not permitted to change rooms without the hostel warden's permission.
- 18.11** Newspapers, Magazines etc., will not be removed from the reading table. The hostel warden will make arrangements for depositing after reading is over.

## **19.0 VISITOR / GUEST RULES**

- 19.1** No visitor shall enter the hostel room without the prior permission of the Hostel Warden/Principal. The inmate may receive visitors after working hours

but not later than 19.00 h. All visitors shall leave the hostel premises at 19.00 h. Day scholars are also treated as visitors in the hostel.

- 19.2 Visitors are not allowed to stay overnight in the hostel room. If found so, the inmate lodging the visitor will be heavily fined.
- 19.3 With prior permission from the Hostel Warden/Principal, relatives/guests of trainees requiring lodging in the hostel can acquire a guest room on payment of prescribed guest room charges subject to availability of the room.
- 19.4 Guest can only be allowed to the mess with the permission of the Hostel Warden or the Principal. The person who introduces the guest will be charged for the meals supplied at the fixed rates.

**PLEASE NOTE:**

Technicians require not only technical ability, but also integrity. The Institute will therefore take a very serious view of all cases of misconduct on the part of the trainees inside and outside the hostel or breach of any hostel rules. In regard to all the matters not specified in the foregoing rules, trainees should aim at conducting themselves according to the highest standard of manners.

The Principal and the hostel warden may issue, from time to time, fresh rules for management of the hostel. They will become effective immediately.

Every hosteller shall consider it his/her duty to contribute his best for the maintenance of perfect discipline and harmony in the hostel.

## **20    APPLICABILITY**

The above Rules come into effect from 20<sup>th</sup> August 2006 and will continue to remain in force unless altered otherwise and all trainees will be governed by these Rules.

Sd/-

Principal.