

Hostel Rules, Regulations & Resident Responsibilities

All students residing in the hostel are required to strictly comply with the following rules, regulations, and responsibilities to ensure safety, discipline, hygiene, accountability, and a conducive academic living environment.

1. Room Allocation, Access, and Occupancy

- Rooms are allotted by hostel management based on course, batch, and availability.
- Students must occupy the allotted room within the stipulated time.
- Entry into rooms other than the one officially allotted is strictly prohibited, even for short durations.
- Shifting or temporary stay in another room is not permitted without explicit written authorization from hostel management.
- The hostel management reserves the right to reallocate rooms for administrative or operational reasons.

2. In-Time, Out-Time, Attendance, and Leave Regulations

- The hostel curfew time is **7:30 PM**, and all residents must be inside the hostel premises by this time.
- Residents are expected to stay in the hostel on all working days unless prior permission is obtained from the warden.
- Prior approval is mandatory for overnight or outstation leave.
- Unauthorized absence, late return, or repeated violations may be reported to institutional authorities and will invite disciplinary action.

3. Cleanliness, Hygiene, and Use of Hostel Facilities

- Residents must maintain cleanliness and hygiene in their rooms and all common areas at all times.
- Use of the hostel kitchen or any cooking facility by students is strictly prohibited.

- Cooking inside rooms or use of cooking-related appliances under any circumstances is not permitted.
- Hostel facilities must be used responsibly and only for their intended purposes.

4. Use of Electrical Appliances

- Only hostel-approved electrical appliances are permitted inside rooms.
- High-power or unauthorized appliances such as electric heaters, induction stoves, immersion rods, or open heating devices are strictly prohibited.
- Overloading sockets, tampering with wiring, or unsafe use of electricity is not allowed.
- Students must ensure electrical appliances are switched off when not in use to prevent hazards and conserve energy.

5. Conduct, Discipline, and Social Restrictions

- Students must maintain discipline, decorum, and respectful behavior at all times.
- Noise must be kept to a minimum, particularly during **study hours (7:00 PM to 10:00 PM)**.
- Celebrations such as birthdays, parties, or any form of gathering are strictly prohibited inside hostel premises.
- Ragging, harassment, intimidation, or misconduct in any form is strictly prohibited and punishable.

6. Prohibited Activities

- Smoking, consumption of alcohol, drugs, gambling, or involvement in unlawful activities within the hostel premises is strictly forbidden and legal action will be taken as per the law.
- Possession of prohibited, hazardous, or illegal items is not permitted.

7. Property Care, Damage, and Collective Responsibility

- Residents are responsible for the safekeeping and proper use of hostel property issued to them.

- Any loss, damage, or misuse of hostel property will be recorded and the cost shall be borne by the concerned student(s).
- In shared rooms, failure to report damage, misconduct, or malpractice will result in **collective responsibility**, and all occupants may be held accountable.

8. Visitors and Security

- Visitors are permitted only during designated visiting hours and only in approved common areas.
- Visitors are strictly prohibited from entering student rooms.
- Residents are fully responsible for the conduct and compliance of their visitors.

9. Health, Safety, and Emergency Compliance

- Any illness, injury, medical emergency, safety concern, or suspicious activity must be reported immediately to the warden or hostel staff.
- Students requiring regular medication or special medical care must inform hostel authorities in advance.
- Residents must comply with all safety, fire, and emergency procedures; tampering with safety equipment is strictly prohibited.

10. Dress Code and Personal Decorum

- Students must maintain decent, modest, and appropriate attire within hostel premises, especially in common areas.
- Dress or appearance that is indecent or unsuitable for an academic residential environment is not permitted.

11. Inspections, Notices, and Communication

- Hostel authorities may conduct periodic or surprise inspections of rooms for cleanliness, safety, or maintenance.

- Students must cooperate during inspections and comply with instructions issued within the stipulated timeframe.
- All notices, circulars, and instructions displayed on notice boards or shared through official communication channels are binding.
- Ignorance of official communication will not be accepted as an excuse.

12. Grievance Redressal

- Residents may raise grievances related to hostel facilities or services with the warden or designated authority.
- Complaints must be submitted through the prescribed procedure in a respectful and orderly manner.

13. Environmental Responsibility

- Students are expected to conserve electricity and water and use hostel resources responsibly.
- Wastage or misuse of utilities may attract penalties.

14. Checkout and Vacating Procedure

- Students must complete checkout by **10:00 AM** upon course completion, withdrawal, or termination of hostel accommodation.
- Rooms must be vacated in clean condition, keys returned, and all dues cleared before departure.

15. Authority, Compliance, and Undertaking

- Violation of hostel rules may result in fines, suspension, cancellation of hostel accommodation, or further disciplinary action.
- Students may be required to sign a declaration/undertaking agreeing to abide by hostel rules at the time of admission.
- The hostel management reserves the right to amend or modify hostel rules and regulations as necessary.

