

Hostel Rules and Regulations

General Conduct

1. Hostel rooms shall be allotted by the Student Welfare Department (Chief Warden) only after confirmation of admission and fee details. Hostel Residents must occupy the assigned rooms, interchange of rooms without any written information and permission from Chief Warden and superintendent will not be entertained.
2. Residents solely will be responsible for the allotted furniture, electrical fittings, switches, regulators, and other items like almirah, gate, window, chair, and tables. Damaging institute property, painting walls, or defacing surfaces is strictly prohibited. Failing in this penalty from the resident will be collected. Rooms must be locked when unattended. The institute is not responsible for any loss of personal property. In case of any theft or violence, residents must report to the respective warden before taking legal action or any action of their own. Residents need to use water and electricity very wisely. Also, residents need to switch-off all electronic devices and lights before leaving the room.
3. Any misconduct or unreasonable behaviour by housekeeping staff must be reported to the Warden or at hostel office.

Maintenance & Discipline

7. By the end of the semester or degree completion or upon leaving the hostel premises in between, residents must handover their room and its contents in good condition or in same condition as they were given at time of allotment. Damages or missing items will be charged accordingly.
8. Use of personal computers/laptops is allowed, until it does not disturb others. Use of additional electrical/electronic appliances (except mobile chargers and mosquito repellents) is strictly prohibited.
9. Students must maintain decorum of the hostel and avoid creating disturbances, if any such activity is observed resident must report it immediately.
10. Smoking is strictly banned within the campus, hostels, mess, and canteen.

Movement and Visitors

11. Hostel residents are not allowed to go out of the campus between 8:00 PM and 6:00 AM. Entry and exit time must be logged in the gate register which will be maintained by the security guard.
12. Unauthorized persons are not allowed in hostel premises. Students may interact only with known person and staff during specified hours, as mentioned in hostel policies.
13. No guest is allowed to enter or stay in hostel rooms without prior permission from the hostel superintendent, Warden, or chief warden.
14. Day scholars must seek permission from the respective floor warden, superintendent, before entering the hostel premise. Although, the security guard can stop the student if found something suspicious.
15. Female residents must enter outstation trips in the register kept with the watchman and provide complete details and proof.

Financial Guidelines

16. Hostel fees must be paid within the stipulated timeline, failing to pay on time will lead to late fee charges that will be imposed after the due date.
17. If any resident plans to leave the hostel premises in mid of the semester, the full semester's hostel fee (excluding mess charges) will be payable by the resident and no fee refund application will be entertained if paid in advance.
18. Hostel residents who get placed in any company through the college Placement Cell, may apply for vacating room in between, although the fees must be paid till the month of joining the company. The cross verification shall be done with the Placement Officer also.
19. Residents intending to leave the hostel premises must inform the hostel office before the 25th of the month, with written application indicating a reason behind the step. Also, the parents and guardians will be contacted by the hostel office for the same.

20. Rs. 1,000/- from the hostel security amount will be forfeited if the hostel resident plans to leave the hostel premises after December.

21. No fee will be refunded including caution money/ security amount if a resident is expelled due to any indiscipline created by him/her.

Prohibited Activities

22. Use or possession of tobacco, alcohol, drugs, pan masala, and related items is strictly banned. Violators will be expelled and fined up to ₹5,000.

23. Playing loud music, fireworks, gambling (including card games), or harassing peers is strictly forbidden.

24. Cooking or storing cooked food inside hostel rooms is not allowed.

25. Ragging in any form is strictly prohibited and will result in strict disciplinary action and hostel rustication.

Safety and Security

26. Residents are advised not to keep expensive items in their rooms. The institute is not liable for any theft or damage of item.

27. Hostellers/residents are fully responsible for any damage to electrical fittings, furniture, bathroom fittings or any institute property.

28. During academic vacations, residents who stay at hostel premises will be charged separately for accommodation and mess.

29. Misuse of facilities like electricity or natural resources like water, garden may result in penalties.

30. Use of room heaters, immersion rods, water heaters, or electric irons is strictly banned.

31. Staying in the hostel during academic hours without permission is not allowed.

32. In case of no electricity, no additional power backup power will be provided in hostels during class hours.

33. To every resident free electricity is **limited to 30 units/month**; excess usage of electricity is not encouraged, however it will be charged accordingly.

Medical and Health

34. Illness or injury must be reported to the Hostel Superintendent/Warden immediately.

35. First Aid facility is available in the campus and Medical treatment must be taken at Birla Sarvajanik Hospital or Mahadevo Singhi Eye Hospital.

36. In serious cases, residents will be admitted as in-patients and must follow hospital rules. Visitors will be allowed during prescribed hours only.

37. Students must undergo medical check-ups as and when required, but still, they also need to give application for the same to the hostel superintendent. However, hostelsSuperintendent may ask for the medical report for which the resident have taken permission.

Mess Rules

38. All hostel residents must dine in their respective messes maintain the decorum of the mess.

39. Meals will be served only during designated hours in the common dining area.

40. Carrying food or utensils outside the mess is not allowed.

41. Special diets (light food) will be served only on medical recommendation and approved from mess supervisor or hostel Superintendent.

42. Sick students may take meals in their respective rooms with the permission of mess supervisor or superintendent.

43. Guests may be entertained in the mess with prior approval from hostel Superintendent or mess supervisor. Female students shall host only lady guests.

44. Mess bill rebates may be considered for extended, pre-informed absences.

45. Students must treat mess staff respectfully.

Permissions and Activities

46. Any activity within hostel premises requires prior approval from the Floor Warden/Hostel Superintendent.

47. Students are not allowed to organize events, form societies, or publish materials without permission in written, from the Chief Warden and Student Welfare Division.

48. Common room items such as newspapers, furniture, or TV equipment must not be taken to rooms or mishandled.
49. Male/Female relatives of girl resident may visit the visitor's room from **6:00 AM to 6:00 PM** after registering at the gate and informing to hostel supervisor.
50. Mothers or female guardians may stay for up to 2–3 days with proper authorization and permission from chief warden and hostel superintendent.

Leave Rules

51. Residents shall apply for leave at least 24 hours before, through their respective floor wardens. Also, Parental consent must be obtained and mentioned in the outstation form.
52. Leave may be granted or denied by the Warden, and approval will be communicated to parents via SMS/ call.
53. Violation of leave protocols if any will result in disciplinary action.

Note:

In matters not covered by these rules, decisions taken by the Warden, Chief Warden, Student Welfare Division, or Principal shall be final and binding.