

# General Rules & Regulations for Boys' Hostel

- The students must remember that, the hostel is the home of the students on the campus & they should behave themselves on the campus as well as outside in such a manner so that dignity of the institution is maintained.

## Procedure of allotment:

- Allotment of Hostel seats for an academic Session shall start at the beginning of odd Semester.
- Prior to fresh allotment, the existing boarders of the even Semesters shall vacate the rooms before beginning of odd Semesters. A specific location shall be identified by the Hostel Supdt/Asst. Hostel Supdt within the Hostel premises where the boarders can leave their luggage with their own risk if they desire to do so.
- Floor wise allotment of rooms shall be as follows:

Ground Floor	: 3 <sup>rd</sup> Year
1 <sup>st</sup> Floor	: 2 <sup>nd</sup> Year
2 <sup>nd</sup> Floor	: 1 <sup>st</sup> Year

- Allotment of Hostel seat is solely dependent on the availability of seat and distance of the applicant's native place from the Institute and merit of the applicant in the exam last passed.
- Each desirous applicant shall apply in the designated format available with the Hostel Superintendent/Asst. Hostel Superintendent. Upon selection, the applicant shall deposit the following fees within the scheduled dateline failing which the allotment shall stand cancelled.

(A) Hostel seat rent for one academic Year	:	Rs.3000.00
(B) Hostel Mess advance for 45 days	:	Rs.3870.00

The mess advance shall be adjusted during the end of the academic Session or in case of defaulting boarders who fails to deposit the mess dues in the subsequent months within the stipulated dateline (10<sup>th</sup> of every subsequent month).

## Procedure to vacate the allotted room:

- Vacation of Hostel Rooms will be done at the end of even Semesters. The boarder can retain the room if he is planning to undergo any local internship during the Semester break with due written permission from the Hostel Supdt/ Asst. Hostel Supdt.
- If any hostel boarder want to leave the hostel permanently within the academic Session/Year , he needs to submit the written application well in advance (at least one week prior to his leaving ) signed by both parents and boarder himself. After due verification by Assistant Hostel superintendent and Hostel Superintendent regarding clearance of mess dues and other items issued to him at the time of hostel allotment, he can leave the hostel after issue of an office order in favor of him. In such cases no further allotment shall be made in his favour during the entire 3 years of study.

## Running of Mess:

- The boarder must pay 45 days advance money towards mess at the time of hostel admission to mess manager, so that biometric attendance or mess card will be issued to the respective boarder.
- Each boarder should deposit the mess amount of each month within the **10<sup>th</sup>** of every subsequent month otherwise his meal will be stopped by the mess manager by **11<sup>th</sup>** and the concerned boarder shall have to vacate the hostel by **15<sup>th</sup>** of that month.
- Breakfast timings: 8 AM to 10 AM  
Lunch timings: 12 PM to 02 PM  
Dinner timings: 08 PM to 10 PM
- The above timings are subject to change during Summer Heat wave when the classes are conducted in one session as per the orders of the District administration.
- The boarders are advised to take their breakfast, lunch and dinner only in the dining area and not in their allotted rooms. Any deviation from this will be viewed seriously and necessary fine shall be imposed on the boarders.
- The boarders should have their own utensils to use for breakfast, lunch, dinner and clean the same in the specified area of the common dining area after throwing the leftover in the dustbin after consuming the food and maintain cleanliness within the dining hall.

## Behavior and Discipline:

- Residents are expected to display acceptable forms of behavior anywhere within the hostel compound and the Institute premises.
- Noise level, volume of music system, etc. must be kept low at all times. These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents.
- Pranks, ragging and rowdy games in any form are strictly prohibited.
- Strict disciplinary action will be initiated if resident/s is/are caught committing a crime or theft of any kind & the case may be referred to the City Police for necessary action under IPC and resident/s may be evicted. Prior to eviction, Resident/s will have to settle all outstanding charges were deemed applicable including forfeiture of unutilized period of the rent paid.
- Vandalism is a very serious offence; Residents found guilty of committing such an offence may be evicted from the Hostel.
- Residents shall dress in appropriate attire at all times within the hostel vicinity especially in Dining area.
- Residents are not allowed to keep weapons & threatening items in their possession in the hostel and institute premises.
- Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and institute premises or outside in any restaurant/bar in Rayagada or on outside official visits such as training/tour/camp/field work etc. Any infringement of this order or visiting any place declared out of bounds to students will result in disciplinary action against the students concerned.
- Residents are solely responsible for their activities outside the institute premises and should follow the acceptable norms of socio-legal behavior.
- All the residents will remain present at the time of Roll Call.
- Hostel Prefects are appointed to form a bridge between Institute Authorities and the students. From time to time they are given certain tasks/duties for the benefit of the students and the Residents of hostel. Every resident should cooperate with the Prefects to discharge their duties.

## Up keeping of The Hostel:

- Residents are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dining room and bathrooms for the convenience of the next users.
- Spitting (Gutkhas) on walls is prohibited in Hostel Campus.
- Any damage/destruction to the Hostel property and ambience of Hostel environment, joint responsibility shall be fixed against all the boarders of that floor to make good of the losses and for common utility area all the boarders shall be held responsible.
- Hostel Boarders are advised to use dustbins provided by Hostel Authority.
- A Resident should check the fittings & fixtures in his room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. The Resident shall be responsible for the fittings and fixtures of his room and shall see to it that they are in order at the time of handing over of the room when he leaves the hostel.
- Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.
- All fans, light and electrical appliances must be switched off when not in use.
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other residents.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.
- Residents sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident.
- All the hostel articles/sports goods issued to the students must be returned to the Assistant Hostel Superintendent before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.

- The Hostel Management reserves the Rights with due permission of competent authority to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents.

## Visitors:

- All visitors must register at the Security Counter and provide all detail and documents for verification as requested by Security.
- No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.
- Visitors are NOT allowed to use the hostel facilities.
- Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Warden / Hostel Superintendent.
- Residents are not permitted to allow visitors (including Residents) of the opposite sex into their rooms at any time. The competent authority reserves the rights to evict any residents who do not comply.
- Engineers/ Mechanics/Masons/Labors etc. other than authorized by UGMIT authorities shall not be allowed to enter the rooms in any case. Persons attending personal complaints of the residents, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in Visitors area only.
- Visitors are allowed into the visitor's room area during the following visiting hours:-
  - Mondays to Friday – 5.00 PM to 7.00 PM.
  - Saturday & Sundays – 3.00 PM to 5.00 PM.
- Any pass out student if intends to stay in the hostel temporarily, he has to submit an application citing the reason duly approved by principal to the hostel superintendent/asst. hostel superintendent, then he may be allowed to stay in the hostel subjected to room availability.

## For the safety of all Residents, the followings are to be observed:

- Residents must return to the Hostel by **6.00 P.M.** daily for their own safety.
  - Resident who needs to stay out after the stipulated time must take prior permission from the Warden / Hostel Superintendent in the prescribed form available with the Hostel Superintendent office and sign a declaration of the purpose in writing well in advance (4 days). It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.
- Residents are not allowed to stay outside the hostel overnight for their own safety.
  - Resident who needs to stay outside the hostel can be permitted only if their parents or local guardian are with them. For this, parents or local guardian must make a declaration of their purpose; furnish their contact details and expected return date and time. This permission is to be obtained from the Warden/ Hostel Superintendent, in writing 4 days prior.
- Temporary absence at Rayagada
  - Resident who needs temporary absence at Rayagada can be permitted with the consent of their parents or local guardian. For this, parents or local guardian must make a declaration of their purpose; furnish their contact details and expected return date and time. This permission is to be obtained from the Warden/ Hostel Superintendent, in writing 4 days prior.
- Temporary absence from class to stay at the Hostel.
  - If resident wants to return to hostel during college hours then he should produce an approved application from the concerned department Sr. most faculty /HOD and Hostel Authority.
- Temporary absence during holidays or Saturday / Sunday,
  - If the resident goes out of the hostel for any genuine reason, he should produce a preformatted application mentioned with time.
- Temporary absence during vacation,

- He should produce an approved application from hostel authority with Parent's contact details and address with sufficient time prior to his departure. At the time of leaving hostel the students should confirm communication among hostel authority and his Parents.

## Late permission to attend Institute Events:

In the event to attend various Institute events, Prefects are required to take permission on behalf of all the residents of Boys Hostel. Late permission could be granted upto 10.00 p.m. depending on the schedule of the Institute event. In the event to attend various Institute events, late permission could be granted upto 10.00 p.m.

## Security:

- The main gate of the Hostel shall be closed during class hours and no one is allowed to remain in the Hostel during such period if otherwise not permitted on health ground.
- Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. The Institute is not responsible for any loss of personal items.
- Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- Residents shall not hand over the keys of his room to anybody except the warden/ Authority of the hostel concerned.
- Employment of a private servant is not allowed in the hostel.
- Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
- The usage of the hostel's computer network and services if available is value added service to Residents.
- Any cybercrime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.

## IT Facilities:

- The usage of the hostel's computer network and services if available is value added service to Residents.
- Any cybercrime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.
- Operational Time for IT Facilities: –
  - Monday to Friday : – 6.00 PM to 11.00 PM
  - Saturday to Sunday : – 7.30 AM to 12.00 PM

## Emergency:

- In case of emergency outside office hours, the Resident needs to contact the Warden / any other Hostel authorities available at that point of time

## Medical Aid:

- First aid Kit is available with Warden/Assistant Hostel Superintendent.
- Any case of illness shall be reported to the Hostel Authorities immediately.
- If necessary, the resident will be shifted to the D.H.H. / Urban PHC immediately.

## Hostel Facilities:

- It is advisable for the students to use mosquito nets.
- Cleanliness of the room is to be maintained by the student himself.
- Laundry Area – Residents have to keep the area clean and tidy at all times and keep the washing agents at the proper area provided.
- It is mandatory that all boarders shall leave the bed early in the morning and gather at the Institute ground for one hour for YOGA/FITNESS exercise. Hostel Supdt./Asst. Hostel Supdt. shall plan the activity and inform the boarders in advance.
- Badminton/ Carom / Chess – Residents are required to draw the rackets, Chess board, etc from the Assistant Hostel Superintendent and return it intact after their use.
  - Exclusive to Residents free of charge (use at own risk).
  - Operational Time
  - Be considerate and co-operative to keep the place clean and tidy at all times for the next fellow Resident.
    - Monday to Friday – 5.00PM to 7.00PM
    - Saturday, Sunday & Holidays – 6.00AM to 8.30AM & 4.30PM to 7.30 PM

## Updates and Announcements:

- Any new updates and announcements will be posted on the Notice Board only and the announcement of it will be made during prayer.
- Resident is advised not to paste any poster / announcement on the wall.

## Termination of Hostel Facility:

- Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.
- Principal / Hostel Authority reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.
- Any resident(s) found indulging in damage to the hostel property, **finer** equivalent to **three times** of the value of that property will be collected from them.

## Revision of Rules and Regulations:

- The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- A resident residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action.

**By the Order of  
Principal**

***A safety and pleasant stay in hostel depends on all co-operation and consideration of each and every resident of the hostel.***

