

# **HOSTEL OCCUPANCY RULES AND REGULATIONS**

## **1.0 SANCTITY OF THE HOSTELS: -**

- 1.1 The hostels being a part of the University premises deserve a sacred status.
- 1.2 Students are not permitted to keep in their possession/room crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others.
- 1.3 Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- 1.4 Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited. Neither the students nor their visitors are allowed to bring or consume liquor, drugs or any other intoxicants on the hostel premises. Severe action will be taken against those in possession of drugs or found under their influence.

## **2.0 ADMISSION: -**

- 2.1 Application for admission to the hostel should be made in the prescribed form, which can be had from the hostel office on payment of Rs. 100 or form can be downloaded from [www.srmimt.com](http://www.srmimt.com) and attach a DD of Rs.100 in favour of “SRM IST” payable at New Delhi, along with the downloaded application form.
- 2.2 A responsible person, parent/ guardian who will comply with the formalities and procedures for admission must accompany the candidate.
- 2.3 No student will be allowed to stay in the hostel without formal admission.
- 2.4 The hostel administration may refuse admission to any member without assigning reasons.
- 2.5 Every student before admission to the hostel must give a undertaking in writing that he/she abide by the parent/ guardian also in the attached declaration form.
- 2.6 All charges/ expenses prescribed in the application form or any other documents are subject to change without notice.

## **3.0 ROOM ALLOTMENT: -**

- 3.1 Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the administration, which may allot the rooms either on first come first serve basis or any other basis, say academic background, etc.
- 3.2 Management intentionally places students of varying academic cultural, social national backgrounds together so that cross cultural academic social and national learning is achieved students are expected to give full respect and equal right to their roommates, irrespective of their varying backgrounds.
- 3.3 Allotment is done on a double / triple occupancy basis (i.e., two or three persons per room). The rental value has value has been worked out on this basis.

- 3.4 Students must occupy the room allotted to them and should not exchange without the knowledge of the concerned deputy warden.
- 3.5 The deputy wardens without assigning any reason may shift inmates for are room to another.

#### **4.0 GUEST ACCOMMODATION: -**

- 4.1 Subject to the availability of rooms in the hostel if a parent needs accommodation for a short stay (one or two days only), he/she has to intimate the hostel office at least 7 days before the expected date or occupancy.
- 4.2 If allowed to avail the hostel facility for stay, the following charges shall apply:

Rental Charges	Rs .150/- per day.
Food Cost	Rs. 100/- per day.
- 4.3 Day scholars and other relatives of the students are not permitted to stay in the hostel as guests.
- 4.4 As only limited rooms are available, rooms will be allotted on first come first serve basis.
- 4.5 Hostel rules and regulations will equally apply to guests also.
- 4.6 Any damages caused to the SRM property by guests shall be recovered from the concerned individuals.

#### **5.0 MESS: -**

- 5.1 Once a student joins the hostel he/she are deemed to have become a member of the mess until he/she vacates the hostel officially.
- 5.2 The hostel provides vegetarian food.
- 5.3 Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only.
- 5.4 The mess is run by the management.
- 5.5 Strict discipline should be maintained in the dinning hall.
- 5.6 Menu will be displayed on the notice board. Changes can be made on requirement basis.
- 5.7 Day scholars cannot be entertained as guests in the mess.
- 5.8 Inmates can entertain their parents as guests on prior information to the deputy warden/ hostel manager. The guest rate is Rs. 25/- for breakfast, 40 for lunch and dinner respectively for special lunch/ dinner the rate is Rs 75/-.
- 5.9 Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the deputy warden will make suitable arrangements.
- 5.10 The inmates should not enter the kitchen.
- 5.11 Wasting food is a crime. If any student is found wasting food he/ she will be fined Rs. 500/- for the first time. If the same student is found repeating the same mistake he/ she will be expelled from the hostel.
- 5.12 Food will be served at the following timings –

Breakfast	7.45 am	to	9.15 am
Lunch	12.30 noon	to	2.00 pm
Snacks	5.00 pm	to	6.00 pm
Dinner	8.00 pm	to	9.30 pm

## **6.0 RAGGING: -**

- 6.1 Ragging is a cognizable offence.
- 6.2 Ragging in any form is strictly prohibited and they are advised not to indulge in any form of the same, severe action will be taken against those who indulge in such activities as per Govt. orders and University rules.
- 6.3 Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/or university.
- 6.4 Any student with the intention of causing ragging or with the knowledge that he/she is likely by such act to cause ragging commits or abets ragging, and thereby teases or embarrasses or humiliates or assaults or uses criminal force criminally intimidates or wrongfully restrains or wrongfully confines or causes grievous hurt or kidnaps or abducts or rapes or commits unnatural offence or causes death or abets suicide shall be punished as per the prohibition of Ragging Act, 1997.
- 6.5 If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent punishment and to ensure collective pressure on the potential riggers.

## **7.0 HOSTEL RULES FOR WOMEN (Additional to the general rules & regulations for hostel given above): -**

- 7.1 Modesty in dress is expected from students.
- 7.2 Students should be present in the hostel between 6.30 pm & 6.00am if any student wants to go out to the city/ town they should submit a letter from their parents to the warden indicating the date on which they want to go with time of leaving the hostel and expected time of return. They should also write their names in the register intended for the purpose, giving time of leaving & expected time of return. Violation of this rule will result in expulsion from the hostel.
- 7.3 Roll call will be taken at 6.30 pm daily.
- 7.4 No student is permitted to stay outside the hostel for the night without the written permission of the warden.
- 7.5 Students will be allowed to go home only if there is a written request for the same from self and parent/ guardian. Going home frequently is not permitted.
- 7.6 Strict silence should be observed after 7.00pm.
- 7.7 Visitors are permitted to meet their wards in the hostel during weekends with the permission of the warden.
- 7.8 Guest is not permitted to stay overnight in the hostel.

## **8.0 ENTRY/EXIT TO/ FROM HOSTELS: -**

- 8.1 For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostilities except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.
- 8.2 Hostilities will not be allowed to go out of the hostel after 9pm or enter after 9.30 pm unless in advance. Cases of the hostilities who fail to abide by security personnel instructions in this regard will be referred to the disciplinary committee. The disciplinary committee has full power to take any action or punishment in the form of fine, suspension or expulsion from the hostel against the guilty.
- 8.3 90% attendance is mandatory for all Hostellers to get admission in the next academic year.

## **9.0 VISITORS TO THE HOSTELS: -**

- 9.1 Male visitors to female hostels and female visitors to male hostels (other than parents) are not allowed.
- 9.2 Parents may visit the hostels from 4.30 p.m. to 6.00 p.m. during working days and 8.30am to 6.00 pm during holidays.
- 9.3 Use of hostels as a place of rest by the day-scholars is not permitted. Visitors from one hostel to another will also be treated as guests as well.
- 9.4 Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Advance approval of the hostel administration is necessary. Approved overnight stay will be charged at Rs. 150/- per night.
- 9.5 All the visitors are required to sign the visitor's book before entering the hostel.
- 9.6 If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration the host will be charged Rs. 1,500/- per night per person as a penalty. In addition such cases will be referred to the disciplinary committee for necessary action.
- 9.7 Visitors will only be restricted to the lounge(s).
- 9.8 No internet facility will be provided in the hostel rooms. Student can avail internet facility in the computer lab only from 5:00 pm to 7:00 pm.