

## **Hostel Rules & Regulations**

1. All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.

### **Attendance:**

- The attendance timing for girls at **Ladies Hostel** is between **10:00 p.m & 10.30 pm**. Students should record their attendance everyday without fail.
  - In the case of **Men's hostel** all hostellers have to be present in their respective rooms and keep open the rooms between **10:00 p.m & 10.30 pm**. every day to enable the Wardens to check the hostel rooms.
2. The hostellers should not change rooms on their own. Change of rooms will be permitted only, after Chief Warden's approval.
  3. The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
  4. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., Every student of the hostel should have the civic responsibility that he or she should not be a cause for inconvenience, annoyance or disturbance to others.
  5. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the security personnel posted at the hostels. Use of abusive, vulgar and unparliamentarily language against the mess staff is strictly forbidden. Any such complaint received from the staff is subjected to enquiry and will be viewed seriously.
  6. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final binding on the individual's concerned.



7. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University. (Also, students are expected not to consume alcohol outside and enter the campus. Suspected students invite corrective action).
8. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
9. Hostel students shall not leave the headquarters without prior permission of the Warden/Chief Warden/Security Officer/DSW. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.
10. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Warden/Chief Warden. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
11. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
12. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be imposed with fine. Regular late comers will not be allowed to stay in the hostel.
13. Water should be carefully used and not wasted.
14. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
15. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment inside the hostel. Possession of same will lead to confiscation of the goods. Cooking in the rooms is strictly not permitted.
16. Students who have finished the six years of course work but yet to clear backlogs will not be normally given accommodation in the

college hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.

17. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/ or from the institute or both by the appropriate authority.
18. Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made alongwith imposition of heavy fine.
19. Inmates are prohibited from writing slogans or obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.
20. Female visitors and girl students are not permitted to visit the men's hostel any time.
21. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitor's book available at the main entrance with the security guard.
22. Students should not keep any unauthorized property and unauthorized persons in his/her room.
23. Students are required to use the dustbins for throwing the garbage.
24. No secret activities or meetings are permitted in the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior permission from the Chief Warden / university authorities is essential.
25. The use of motor vehicles such as car, motor cycle, scooters, mopeds, etc. by students is strictly prohibited inside the college / hostel premises.
26. Students are not permitted to remain in the hostel rooms/ shopping complex/ ground during academic hours.
27. All the hostellers are to note that electrical/ carpentry/plumbing complaints should be given in writing to the respective Warden and the same is to be entered in the complaint register kept in the Office of Chief Warden.
28. All hostel students (Boys & Girls) will have to vacate their rooms before proceeding for summer vacation.



29. **Use of Computers:**

- The usage of laptops is for academic purpose only. Students should ensure that they do not cause disturbance using laptops beyond silent hours for fellow students.
- The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.

30. **Use of Internet**

- RGUKT provides internet facility primarily for education purpose only.
- Access to external internet usage will be limited to 100 MB per student per day. This usage does not include use of content on local server such as browsing video lectures, lecture notes, internal email etc.
- Internet usage is a monitored facility. Any student found browsing/downloading non-educational sites will be subjected to disciplinary action.
- Excessive use and misuse of internet will lead to suspension of internet facility.
- Every user is responsible for maintaining the confidentiality of his/her password. Sharing of the same with the other users is not permitted. Any unauthorized activity originating from a user's account shall be the sole responsibility of that user.

31. **Use of cell phones:**

Ordinary cell phone could be used. But, students should not use them inside the class rooms, examination halls, Laboratory, Library, offices and during silence hours in the hostel.

32. Students should visit the hostel office only during visiting hours. Students should read the circulars put up at all blocks and be updated with the functioning of the hostel.
33. Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would be final.

## Guests

- Guests are not permitted to stay in any of the hostels. If the parents wish to stay, then the student / parent may approach the respective Warden for accommodation subject to the availability on payment of

nominal charges to be fixed by the University from time-to-time.

- Parents/guardians are allowed to meet their children only on Sundays between 9am to 7pm.
- Relatives and friends of students are not allowed to enter into the campus unless they are accompanied by the student's parents/authorized guardian.
- Parents/guardians are not permitted without Identity card.
- Parents/ Guardian visiting the student should remain outside the entry of hostel. Entry into the hostel blocks is not permitted.

## **Mess Rules**

- All the students of the hostel should take their food in the allotted mess only.
- The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.
- The identity card is to be produced at the dining hall, at the time of breakfast, lunch, tea and dinner, failing which service in the dining hall is liable to be refused, for want of identification.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
- The hostel kitchen is strictly "Out of Bounds" for the students/parents/guardians.
- Sick person will be served mess food in the room, only if the student registers their name with the Warden.
- The hostellers shall not waste food, electricity & water. Wastage of food is a national loss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.
- Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.



- The cost of damages will be recovered in the following manner:
  - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
  - If damage is done in any of the rooms and the person(s) is / are not identified than double the cost will be recovered from the room-mates collectively.
  - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Students found damaging the property will be expelled from the hostel.

## Health Care

1. 24 hours medical facility is available in the campus.
2. Any hosteller, who is not well, should report to the resident Doctor for appropriate advice.
3. If the situation warrants, admission to an outside hospital as inpatient, the same is to be reported to the Chief Warden immediately.

## Ragging

Ragging in any form making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things and such student will not in the ordinary course willingly do is strictly forbidden.

## Guidelines for Issue of Out-Pass

- Out pass would be issued by security officer only upon the recommendation of the concerned warden.
- General out-pass (Scholarship, Aadhar card, Income certificate, caste certificate, etc.,) can be obtained 48 hours before only. Emergency out pass will be issued at any time with substantial evidences.
- P1, P2 and E1 students are issued out pass only on obtaining permission from their parents. The parents have to come personally along with identity card to take their children for outing/ home.

- The request for consulting skin, eye and gynecology specialists, the students have to produce primary approval from the doctor of the campus health center and the same to be produced to the wardens for approval.
- Students seeking out pass for undertaking project work have to be endorsed by the HOD/ Project guide/concerned department faculty and the same to be submitted to the warden for the processing of out pass.
- Requesting for out pass to visit the temples is not permitted.
- Students seeking out pass for attending rituals have to take the permission of warden after due confirmation from the parents. However, minor students have to be accompanied by their parents / authorized persons.
- Out pass will not be issued on holidays and Sundays. The office will remain closed.
- Students are permitted to go to their homes during specified period: Dasara, Sankranti, Semester breaks and summer vacation only.
- Wardens are requested to verify the age of students in case of E1 students, please ensure that the students should be major (18 years). The out pass should not be issued in case of minors without the consent of parents/guardian.
- Students are not permitted to leave the campus between 7 PM to 6 AM
- Students attending placement drives have to process their request for out pass through the office of Training and Placement cell.
- Students requesting for out pass to attend Conferences / Seminars/ Symposiums/Workshops/ Domain related trainings/ Internships have to be approved (Signature and Stamp) by their respective HOD/ Guide/Supervisor and the same to be submitted to the Warden for approval.
- The Wardens are requested to insist the students to write the following lines to ensure safety, responsibility and accountability.

" I \_\_\_\_\_ (Name , ID number and Hostel Room No) is solely responsible for going out on any of the above mentioned reasons. The Institution is not responsible for my safety out of the campus.



| S. No | Out pass particulars                  | General purpose (out pass)   | Academic related (out pass)  | Emergency   |
|-------|---------------------------------------|--|--|---|
| 1     | Reasons                               | 1. Urgent visit to home,<br>2. General shopping,<br>3. General outing for necessities,<br>4. Consulting doctors at higher centre,<br>5. Certificate from government offices<br>6. Family functions | 1. Paper presentation<br>2. Attending workshops/ seminars etc<br>3. Project work related<br>4. Internship related<br>5. Placement drives | 1. Severe health problem of self.<br>2. Serious health problem of parents and family members<br>3. Death of relatives<br>4. Attending funerals of relatives |
| 2     | Initial Approval By                   | Concern warden   | HoD/ Project Guide/ Placement Officer  | Campus Doctor/ Warden   |
|       | Second level Approval By              | Concern warden   | Concern warden   |   |
|       | Final Approval By                     | Security officer/ Authorized person  | Security officer/ Authorized person  | Security officer/ Authorized person   |
| 3     | Application to be made                | Before 48 hours  | Before 48 hours  | As and when needed  |
| 4     | Warden office timings                 | 4.00 P.M to 6.00 P.M.  | 4.00 P.M. to 6.00 P.M.   |   |
| 5     | Out pass timings                      | 9.00 AM to 10 AM & 4.00 PM to 6.00 PM  | 9.00 AM to 10 AM & 4.00 PM to 6.00 PM  |   |
| 6     | Campus Check-out timing               | 6.00 AM to 7.00 PM   | 6.00 AM to 7.00 PM   | Round the clock   |
| 7     | In case of Minors (P1, P2, E1)        | Consent of parents/guardian  | Consent of parents/ guardian   | Consent parents/ guardian   |
| 8     | In case of girl students (E2, E3, E4) | Needs self declaration   | Needs group declaration  | Needs self declaration  |
| 9     | No of out pass in a semester          | Maximum 5 times  | As per the need  | As per the need   |

***For any emergency, contact:***

Dean Student Welfare : 9550394242  
 Chief Warden : 9550283131  
 Addl. Chief Warden (Girls) : 9704558787  
 Addl. Chief Warden (PUC Boys) : 9704362727

***“KEEP OUR CAMPUS CLEAN AND GREEN”***