

DO'S DON'TS OF HOSTEL INMATES

1. Students are hereby strictly informed that while staying in the hostel, it is highly important to feel responsible to maintain dignity by upholding discipline. They must obey the hostel warden/floor in – charges.
2.
 - a) Valuable things like gold etc., should not be kept with you while staying in the hostel. It is your out look to preserve your Laptops, Money by locking suitcases and bags. If any loss is found, Management will not take any responsibility.
 - b) You have to intimate to the hostel authorities before you make police complaint against your loses
 - c) Students are not allowed in processing of any kind of Cigarette, Beer, Alcohol, Gutka, Drugs etc.,
3.
 - a) Students are strictly directed that after locking their rooms they have to hand over the keys to security and can collect them on returning back to the hostel.
 - b) Students must switch off Fans, Lights, Guisers, A/c's etc., before leaving their rooms.
4. Visitors are not allowed into the hostel at any time. They are allowed into the visitor's hall with the prior permission of the warden. Only family members listed by the parents are allowed to contact the student. Visiting hours up to 7.30 pm only. After 7.30 pm visitors are required to leave premises immediately.
5. Hostel students are not allowed to come into the hostel after 3.00 pm for 1st year students and 6.00 pm for remaining students. Those students who are utilizing computer lab, library etc. , after the times specified have to submit the permission slip to the security while entering into the hostel.
6. During public holiday outings, those who seek permission to leave the hostel will have to obtain a written permission from warden. Permission will be given to students those who got permission from parents to leave the Hostel during Holidays/outings. Hostellers moving out of campus without permission are strictly prohibited.
7. Strict study hours from 7.30 to 10.30 pm shall be maintained in the hostel. The hostellers must be in their allotted rooms during study hours.
8. The general complaints of any kind should be noted in the complaint register which is available at the hostel office. Registered complaints only will be entertained. Any health problem should be brought to the notice of Warden/Floor In – charge for necessary treatment.
9. The inmates must clean the rooms themselves and throw the dust in the bins in the corridor. If any rooms is found unclean at the time of inspection by the authorities the inmates will be imposed with a fine of Rs.100/-.
10. The inmates of the hostel must maintain regular attendance at the college. They are not allowed to stay in the hostel during college working hours. However written prior permission should be obtained from the warden in case the student wants to stay in the hostel on health grounds only.

11. Suspension of the student from the college will automatically result in the dismissal of the said student from the hostel also.
12. a) As per ragging act 1997 ragging in any form is strictly prohibited in the hostel/college premises or anyone found committing this offence indirectly will be liable for imprisonment and with a fine up to Rs.10,000/- and they will be dismissed from the hostel and the college without any notice.
b) Meetings, Seminars or gatherings are not permitted in the hostel/campus without prior permission of authorities.
13. Inmates should strictly avoid the use of electrical appliances like water heaters and electronic gadgets like tape recorders, video games, watching movies, web chatting etc., If anybody is found using them, the hostel authorities will take possession of the equipment and also impose a fine of Rs.500/-. However they are permitted to use of Laptops for academic purpose only **Generator Facility is from 6.00 pm to 11.00 pm for Lighting and Fan.**
14. Hostel inmates are not supposed to bring out any material (tea glasses, water glasses, tiffin plates, meals plates etc) belonging to mess. If anybody is found doing so, they will be fined up to Rs.100/- for the first time and Rs.300/- for the second time and serious action will be taken against them including expulsion from the hostel for the third time.
15. Inmates shall be held responsible for any damage caused to hostel property or any electrical installation/appliances provided for them in their rooms. In case of any damage double the cost will be recovered immediately (or) deducted from caution deposit.
16. The hostel premises should be kept clean, neat and beautiful. Writing indecent words, slogans on walls, spoiling cots, sticking posters or notices on the walls/doors etc. , either inside or outside the room is strictly prohibited. Violation will be treated as an act of indiscipline.
17. Students should not keep objectionable literature; observe photographs or posters in their rooms. Anyone found in possession of them will be fined Rs.100/- and issued a severe warning. If they indulge in the offence second time their admission is liable to be cancelled without any further notice.
18. Whenever vacation/holiday is declared by the college the mess will be closed. The mess will function one day after the vacation is declared and will reopen one day before the end of vacation period for the sake of the convenience of hostel students.
19. The hostel authorities have every right to the change/after the room.
20. Cell phones are strictly prohibited in the Hostel. Any unauthorized usage of Cell Phone will be seized and imposed a fine of Rs.500/-.
21. The students who need extra coaching must inform the concerned warden in the beginning of the semester and it will be arranged in the required subjects on certain condition.
22. T.V should be operated on regular days between 5.00 to 7.30 pm only. During the examination the T.V is completely stopped.

23. Establishment and maintenance charges shall be paid for the academic years in advance, which are non refundable and the mess charges will be paid for one semester in advance (which is non refundable) at the time of the admission. Without payment of the said amounts(Establishment, maintenance and mess charges for one semester)room will not be allotted. Late fee of 2%will be charge each month.

24. **Violation of any above rule is treated as gross misconduct and appropriate action will be initiated.**

I have read out the rules and the regulations framed by the college/hostel authorities, a copy of which is furnished to me and I am fully aware of the consequences if I violate any of the rules and regulations given above.

DURATION OF STAY/ HANDING OVER OF THE HOSTEL ROOM

- The maximum stay of the student will be the duration of the academic programme in which he/she has been admitted to pursue the course
- All students must vacate their rooms after completion of End-Term examinations of their course. Extension of two days may be granted by the Hostel Warden in case of genuine reason. No further extension will be given in any case
- Before leaving the hostel, each ward must hand over the complete charge of his / her room with all furniture and fixtures intact and clear all dues
- In case of expulsion from the hostel, the room will have to be vacated immediately; hostel and mess dues may be cleared later on. No claim will be entertained for refund of hostel fee already paid
- If due to any reason, a student decides to vacate the hostel room in the mid of the session, no refund of fees / dues, except caution money will be entertained
- All residents must submit hostel leaving / no demand certificate before vacating the hostel.

OFFENCES INVITING EXPULSION

- Non Adherence to the SOP of COVID -19 guidelines issued by Government of India/ Government of Delhi/ GGSIPU, Ministry of Health & Family Welfare.
- Indulging in any sort of ragging activity not warranted in the eyes of Law
- Any breach of hostel or mess rules
- Participation in any violence inside or outside the Hostel/Institute.
- Instigating others to frivolous activities.
- Forming a group in the hostel on the basis of state, caste or religion.
- Nonpayment of Mess Charges by the due date.

Rules and Regulations are meant for the benefits of students residing in the hostel and can be changed further at the discretion of the management / Competent Authority.