



RIMT/2022/R/25

Date: May 5th, 2022

Circular

Hostel Rules

1. ADMISSION TO THE HOSTEL

- (1) New students who want to take hostel facility will be informed by the admission office about their admission in the hostel along with their admission results, after which the students will have to deposit the full hostel fee. Before taking accommodation in the hostel, a photocopy of the bank receipt and hostel admission form (complete in all respects) will have to be submitted to the concerned hostel office. The duration of hostel-stay will be from the day of admission till the last day of the academic year. On completion of the examination of even semester or academic year, the hostellers will be required to hand over their accommodation along with allocated furniture items, room and wardrobe keys to the respective Hostel Offices. Over - staying in the hostel is not permitted. However, special cases may be recommended by Head of the Institution/Department to the chief hostel warden, otherwise over stay will be chargeable. Hostel fee will be charged yearly but students can also deposit hostel fee semester wise.
- (2) Those students who want to continue the boarding facility for next session are required to fill the new hostel admission form before they are leaving for vacations along with the full hostel fee for next semester otherwise they will lose the possession of the room/wardrobes and not allowed to keep their luggage in the hostels during vacations.
- (3) The students will have to leave for vacations within 07 days after the completion of even semester exams.
- (4) Student shall avail the hostel facility for the full academic session. Any student who withdraws this facility mid-session, shall forfeit any claim to his paid hostel fees, except for proportionate food charges for the remaining period, which shall be reimbursed.

Rakhee M
5/5/22

2. ACCOMMODATION

Hostels accommodation is available in air-conditioned rooms and non-air conditioned rooms. Rooms are available on double and triple sharing basis. All hostels have assured 24 X 7 electricity supply (backed by high capacity generators) and internet facility.

Rooms are furnished with bed, study table with chair, wardrobe and electrical fittings such as tube lights, fans etc. Individual hosteller is responsible for any damage to the items provided to him and would be required to make good the loss by paying for the cost of damage with penalty. In case of damage, if the defaulter is not traced, collective penalty would be imposed if necessary.

3. LOSS OF KEYS

In case a student loses his room keys, the entire lock will be replaced and cost will be recovered from the student as fine of Rs. 500/-. This is necessary due to security reasons.

4. UPKEEP OF THE ROOMS

- (1) Adequate number of sweeping staff has been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their respective rooms and help maintain general upkeep of hostel premises. All fans, tube lights & electrical appliances when not required, should be switched off.
- (2) Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogans of any kind, or defacing the hostel in any form is prohibited.
- (3) Any damage to the hostel property must be reported to the authorities. Hostélites will be charged for all damages or loss of hostel property except caused by fair wear and tear.
- (4) Bed should be laid out at all times.
- (5) Chief hostel warden may inspect the room at any time.

5. LEAVE FROM HOSTEL

Students are not permitted to leave the campus without obtaining out-pass from their Warden. In case students have to stay out of the campus at night during weekends, mandatory for them to take specific permission from the chief hostel warden through their Warden.

Rahat ^M
5/5/22

(1) **Out Pass**

Hostellers are not permitted to leave the campus at any time of the day without getting permission/out-pass from the warden. They are allowed to visit their local guardians on week-ends and Holidays. They can stay there overnight only after obtaining out-pass from the chief hostel warden through their wardens.

(2) **Day Out Pass**

Pass is issued to a hosteller only on weekends/holidays (9:00 AM to 5:00 PM). In special/emergency cases day out-passes may be issued during working hours only when the leave application is duly signed and sanctioned by the respective Head of the Institution/Department.

(3) **Night/Holiday Out-Pass**

Issued only on weekends or on authorized holidays/breaks except weekdays.

(4) **Procedure for Out Pass**

All out-passes will be issued one day in advance (between 5:00 PM to 9:00 PM). A student requiring an out pass is to apply for out-pass and enter the details in the register maintained in the hostel.

- (5) It is mandatory for the student to show the out-pass at the university main gate to the on duty security staff while leaving and returning back to the university.
- (6) The student has to check in the register maintained in the hostel and also submit the out pass in the warden office.

6. ATTENDANCE

- (1) Physical presence of every student is mandatory in the hostel premises at 9:00 PM for daily attendance. All the girls should be in their hostel premises by 7:00 P.M during the months of March to October and latest by 05:30 P.M during the months of November to February. Similarly, all the boys should be in their respective hostel complex by 9:00 P.M during the months of March to October and latest by 07:30 P.M during the months of November to February .
- (2) In case any student is unable to present him/herself for attendance due to sickness he/she should inform the warden in time.
- (3) A student prefect (nominated on each floor) is responsible for discipline and attendance of the students.

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- (4) Supervisor/Assistant warden accompanied by the student prefect can take random surprise floor-wise attendance. A list containing the names of the defaulters will be submitted to the warden.

7. GUESTS/VISITORS

Guests/visitors are permitted to visit the hostels only on weekends and holidays between 9:00 AM to 11:45 AM and 4:00 PM to 6:00 PM. They are not permitted to visit rooms of the students. However, they may be entertained in the visitors room/common room/cafeteria. They are not permitted to stay overnight in the campus.

- (1) Students will receive their guests at Warden's Office and fill in the particulars of their visitors in the Hostel Visitors Register kept there. It will be the responsibility of the concerned student to receive and see off his/her guest at the gate.
- (2) Day scholars will not be allowed to enter the hostel without prior permission from the competent authorities. Defaulter day scholar as well as hostel student will be penalized by 50% hostel fee of one month and also be liable for disciplinary action.

8. MEDICAL FACILITIES

First Aid medical treatment is available within the campus. In case student fall sick, the hostel warden has to be informed so that he can arrange medical assistance in time. If the hosteller is advised to shift to the hospital, necessary information in this regard will be sent to the parents/local guardians.

9. LAUNDRY

The laundry facility is available in a campus.

10. STUDENTS MESS

A well run students mess and cafe operates to provide wholesome vegetarian meals. The menu is regulated by mess committee. It is obligatory for the students living in hostels to have meals from the student mess.

Mess rules:-

- a. The Mess will remain open from 8.00AM to 9:30 PM and meal timings as displayed there will be observed.

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- b. Students other than the mess committee members are strictly not allowed to enter the kitchen or store room of the mess on any account.
- c. No student shall abuse/quarrel/man handle with the mess staff.
- d. Any kind of complaint regarding mess i.e. quality/quantity of food, cleanliness/hygiene etc. is to be made in written form to the mess committee.
- e. Sharing of meals is not permitted. The defaulters will have to pay a fine.
- f. Students are not allowed to take the food along with plates and cutlery out of the dining halls.
- g. After meals students are expected to deposit their used plates in the designated cleaning area.
- h. Smoking is prohibited in the mess and campus.
- i. Students are not to enter into any argument with the mess staff. Any complaint/suggestion is to be reported to the Hostel Warden.
- j. It is strictly not allowed to eat food taken from the mess or outside in the hostel rooms.
- k. While dinning in the mess /cafeteria, all are to be attired in decent /presentable dress. Bathroom slippers, night dress etc. are prohibited.

11. MAINTENANCE

Repair/maintenance of fixtures and facilities is an ongoing process. Requirements are to be projected by noting the details in the registers kept for the purpose. Undue delay in repairs should be reported to the hostel warden.

12. CODE OF CONDUCT

All the hostellers are required to maintain proper standards of behaviour which are expected from the students of a prestigious institution like us. They are expected to behave courteously and fairly with every one inside and outside the campus.

- (1) All hostellers are required to carry their valid identity cards issued to them by the University/Institute.
- (2) Smoking, consumption of alcoholic drinks, chewing of tobacco or related products, theft/stealing, vandalism/destruction of public property, gambling, unlawful assembly or gathering for the purpose of committing anything illegal, ragging, gossips, abusing,

Robert M. J.
5/11/22

- fighting and possession of illegal materials is strictly prohibited. Offenders are liable for appropriate legal action by the disciplinary committee as per University regulations.
- (3) The University equally respects the rights of all and promote healthy interaction provided that no physical affection is shown between the opposite genders in public places and may invoke legal action in case any complaint is lodged. Where the students have any grievance, it should be resolved in a peaceful, dignified and amicable manner through the redressal mechanism of the University.
 - (4) Candles and incense are fire hazards and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are also not permitted in the hostels. Similarly, bursting of crackers and/ or lighting of lamps or candles is banned. Residents are also expected to switch off all lights and fans, and electrical appliances including mosquito repelling machine if any before leaving their rooms. This is necessary to avoid and inadvertent fire.
 - (5) Playing loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. Students may use earphones while listening to music. Playing of any kind of outdoor games inside the hostels/ corridor is also not permitted
 - (6) Pets of any kind are prohibited in the hostels. Similarly feeding of stray animals is not allowed by the residents.
 - (7) Students shall not be permitted to go out of the hostel with any person other than the parent/guardian or without the written/verbal consent of the parent/Guardian.
 - (8) Students shall not use any kind of unauthorized electrical gadgets like iron, heater, audio player, fridge, personal cooler/ AC etc. inside his/her room. However, the use of electric kettle is permitted subject to the additional payment.
 - (9) Students shall not conduct group meeting or circulate pamphlets/papers inside the hostels.
 - (10) Students are strictly warned to abstain from any acts of anti-social/anti national activity in the hostel/University.
 - (11) Any student found guilty of violating the University rules and regulations shall be dealt with severe punishments.

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- (12) No male person (even father) shall be allowed to go/stay inside the Girl's Hostel without prior permission from the Hostel Warden.

13. SECURITY

- (1) Hostellers are required to carry their I-card at the all times and produce it on demand while checking in/checking out of the campus.
- (2) Hostellers are responsible for the security of their cash and valuables. They are advised not to keep jewellery /expensive items and excessive cash in their rooms.
- (3) Hostellers are strongly advised to properly secure all their valuables i.e. mobile phones, laptops, watches, ATM cards, money etc. at all times.
- (4) Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the warden/authorities. All the students shall have to return to their rooms by 10:00 PM .
- (5) In case of Fire: Residents must raise an alarm and call the hostel Caretaker and inform the Control Room at the Main Gate of the campus.
- (6) The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.
- (7) Students are forbidden from possession of any kind of weapons/explosives in hostel. If any student found guilty of possessing/using/dealing with such material, the authority reserves the right to take stringent disciplinary action, against the student, including expulsion from Hostel, forfeiting his paid up Hostel fees.
- (8) Students shall not stay in the hostel during the vacations except the prior written permission from appropriate higher authorities.
- (9) The University shall not be responsible for the safety of the students who are out of campus.

Any student who finds his/her roommate missing for more than two hours, after 7 PM must report to the warden immediately. This is to enable the authorities to take immediate action in case of any untoward incident.

The hostel rules are subject to amendment from time to time.

Fahim M. S.
5/5/22
Registrar