



General Rules & Regulations for Girls' 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 manner so that dignity of the institution is maintained.

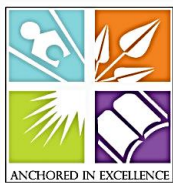
Behavior And Discipline

- 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 and ragging in any form are strictly prohibited.
- Strict disciplinary action will be initiated if residents 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, Residents will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- 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 Dinning area. (Wearing shorts, Bermuda, Night-dress, Short/mini-Skirts and One piece are not allowed in dining area and Girls' Hostel Office)
- 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 & 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 Attendance.



Upkeeping 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.
- A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff/Incharge. The Resident shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she 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.
- All the hostel articles issued to the students must be returned to the Hostel Matron 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 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.



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

- Students are not allowed to go out of the Hostel after 6.00 pm daily for their own safety.
 - Students who need to go out after if in case of emergency must take prior permission from the teachers with a letter to teacher Incharge. 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 returns date and time. This permission is to be obtained from the teachers, in writing 4 days prior.

Medical aid

- First aid Kit will be available Hostel.
- Any case of illness shall be reported to the Teachers / Hostel Authorities immediately.
- If necessary, the resident will be shifted to the hospital at the discretion of the Teacher Incharge.

Security

- 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 her room to anybody except the /Teachers/warden/ matron of the hostel concerned.

Termination Of Hostel Facility



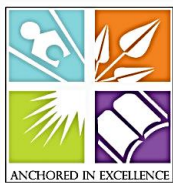
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- Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.
- Director / Principal/ HOD / Teacher incharge / Warden reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.

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.
- 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.



ASSUMPTION LADIES HOSTEL - RULES

- Entry to and exit from the hostel is restricted between 06.00 a.m. – 06.30 p.m.
- Visiting hours 07.30 a.m. – 06.00 p.m.
- Hostlers should ensure that appropriate entries are made in the movement register while entering / exiting the hostel.
- Guests/day scholars are not allowed to enter the hostel rooms.
- Inmates should occupy the rooms allotted to them by the warden and nobody is permitted to visit other rooms.
- Keep the rooms and hostel premises neat and tidy.
- Use of electrical appliances such as iron box, heater hair dryer etc. are strictly prohibited in the rooms. They can be used in the common place provided for the same.
- Inmates have to mark attendance in the register in the night whenever they are in the hostel.
- Overnight stay in the friends' or relatives' houses will be allowed only with the prior written permission of parents/guardians of the hostler's. The hostel authorities will not be responsible for events happening outside the hostel due to the negligence of the student.
- Going out of the hostel anywhere other than to college needs the prior permission of the warden. Matters like going for private tuition, project classes, attending functions etc. are not allowed unless a prior written permission of the parents is submitted to the warden.
- Meals timing will be displayed on the notice board. The dining hall will remain closed after the scheduled time.



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- Admission to the hostel is given for a period of one academic year only. They may renew admission accompanied by their parent or guardian at the beginning of the next academic year.
- Consumption of food in any form is restricted to the mess hall.
- Use of mobile phone in the mess hall is strictly prohibited.
- Students are to maintain strict silence between 9.00 p.m. and 5.00 am. Mobile phone should not be used during this time.
- No student is allowed to stay in the hostel during the working hours/class time except with the prior permission of the warden.
- Celebration in the rooms are strictly prohibited. Inmates may make use of the mess hall/hostel canopy for the same.
- Students are to refrain from using profane or vulgar language in the hostel.
- Misusing the internet/mobile phone facilities will be dealt with seriously.
- Any kind of ragging, intimidation or aggressive behavior from students' part is forbidden.
- Students are prohibited from interacting with the kitchen workers.
- Students are required to dress neatly and modestly.

Violation of the above rules will lead to the expulsion from hostel.