



HOSTEL RULES

1.SANCTITY

- 1.1 Hostel in an educational institute is a home for the student and colleagues / staff form a family for generating an homogenous, comfortable, peaceful and conducive to inspirational, educational environment.
- 1.2 In order to achieve this goal and sustaining such environment, it is imperative that the rules, procedures and certain acceptable norms for a disciplined code of conduct as under, have to be followed and adhered to.

2. 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.500 or form can be downloaded from www.srmimt.net and attach a DD of Rs. 500 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 procedure 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 student without assigning reasons.
- 2.5 An undertaking (in writing) must be given by the student and his / her parent / guardian as stipulated 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. ROOM ALLOTMENT

- 3.1 No choice / change of rooms will be entertained (unless required to, on administrative grounds) and student shall be allotted rooms on first come- first served basis.
- 3.2 Allotment is done on a double / triple occupancy basis (in two or three students per room).

4. RULES (GENERAL)

- 4.1 Consumption / use / possession of alcoholic drinks, tobacco / gutkha, cigarettes, narcotic drugs, fire arms and explosives in the hostel premises are strictly prohibited and are liable to severe disciplinary action.
- 4.2 Hostel norms will be strictly followed and adhered to, as under:
 - (a) Hostel will remain closed from 9:30AM to 4:30PM except lunch hours 12:30PM to 14:30PM.
 - (b) No student will remain in hostel during college hours unless permitted on medical grounds (in writing) by either of, the doctor, Dean, HOD and chief warden. Students found staying back in hostel without such permission will be subjected to heavy fine and on repeating the same default, they shall be recommended for expulsion from the hostel.
 - (c) Any breakage or loss / damage to hostel property by the student will be made good by the defaulting student or students staying in the respective rooms / floors in the hostel.
 - (d) Students will keep their respective rooms / and hostel premises clean which are subjected to inspections / checks / search.

- (e) No parties of what-so-ever nature will be held within the hostel premises (without permission of the Dean / chief warden).
- (f) Man-handling is a crime. No student will indulge / participate in any individual or group leading to a brawl / fight within the hostel premises in what-so-ever circumstances / situation. Students involved in such cases will be recommended for expulsion from hostel / institute.
- (g) Students will be responsible for the safety of their valuable assets.
- (h) Students involved in theft cases will be expelled from the hostel immediately.

5. PROCEDURES

5.1 HOSTEL ENTRY AND EXIT: All students while entering / exiting the hostel, will make relevant entries in the Entry / Exit Register kept at the Hostel main–gate.

- (a) Incase of students leaving the station (local) for their home station or otherwise, during the college hours / days, they will obtain permission (in writing) from their respective HOD, / Dean and submit the same to their respective wardens.

5.2 REPAIRS / MAINTENANCE

- (a) Details of all types of repairs to be carried out in the hostel rooms/toilets/baths will be recorded in the Repairs / Maintenance Register by the students and progressed by the maintenance Incharge. The register will be available at Hostel Main Gate. (Fans, tube light, bulbs will be provided only once in a year)
- (b) No student will disfigure his / her rooms / room doors by stickers / writings / drawings etc.
- (c) Spots of throwing liquids and tobacco / gutkha spits if found on any gallery walls / corners near to a particular room, will be subjected to fine to the students staying in those rooms. Alternatively. The defaulters must be reported to the respective wardens.

6. MESSING

6.1 Food will be served at the following timing:

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

6.2 No wastage of food will be accepted. Number of helpings shall not be restricted.

6.3 All suggestions / observations regarding quality of food, desire of change / suggestions for improvement in the Mess services, will be recorded in the Mess-Suggestions Register (kept in the Mess) by the students.

6.4 Mess Manager or his staff will make the Suggestions Register available as and when desired by the students.

6.5 No student will indulge in any nature of indisciplined activities involving the mess staff. However, the incident (if any) will be reported to the Mess Manager and chief Hostel Warden for remedial measures.

6.6 No food will be served in the hostel rooms (except on medical grounds) without permission of respective wardens.

7. ATTENDANCE

7.1 Hostel Main Gate will be locked at 10 pm everyday.

7.2 All students will revert-back to their rooms for attendance.

7.3 Incase, students miss-out giving attendance to the respective wardens for any reason, they will approach them immediately and have their attendance marked.

7.4 The onus / responsibility of giving attendance at night will always be that of the students.

7.5 Late comers seeking entry in the Hostel after 10pm will be subjected to heavy fine / disciplinary action.

7.6 Hostellers must keep their identity cards with them at all times.

7.7 90% attendance is mandatory for all Hostellers to get admission in the next academic year.