

Hostel Rules

Introduction

The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment can also help students to discover their talents, increase their emotional maturity, and acquire social skills.

All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal Hostel environment.

The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

Prohibited behaviors:

The following behaviors are strictly prohibited in student hostels. Residents who violate these rules can be expelled from their hostel within seven days by the concerned Hostel Warden (who will send a copy of any relevant document to the Discipline and Grievance Redressed Committee. Future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the student hostels.

- I. Allowing a person of the opposite sex to stay in the hostel**
- II. Visiting and staying in the hostel of the opposite sex**
- III. Allowing a person of the opposite sex into their room or public area at the floor of the opposite sex.**
- IV. Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.**
- V. Taking law into their own hands.**
- VI. Shouting, fighting, gambling, stealing, violently knocking, maltreating or abusing.**
- VII. Engaging a private servant or pet animals.**
- VIII. Absenting from the hostel during night without the prior permission of the Hostel Warden.**
- IX. Leaving the hostel without applying in the prescribed form in advance stating the reason for leaving and the address of destination.**
- X. Going on excursion or picnic without the prior permission of the Hostel warden. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.**
- XI. Forming association of students on the basis of regions, caste or creed during the stay in the hostels.**
- XII. Allowing Guests to stay overnight in the room of the students without the permission of the hostel warden.**
- XIII. Giving shelter to any other student/outsider in the rooms.**
- XIV. Consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or hostel or entering the hostel in an intoxicated state.**
- XV. Screening/ keeping obscene literature/ video films in the possession.**
- XVI. Bringing Crockery and other such items brought from the canteen/mess to Hostel rooms.**

Discipline

Ragging is strictly prohibited:

Ragging in any form i.e. 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 whether by words, spoken or written or by an act 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 which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging he/ she will be punished/rusticated/ expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for period from six months to 10 years & fine up to Rs. 50,000/-.

Anti-Ragging Committee and Anti-Ragging Squad:

Anti-Ragging Committee and Anti-Ragging Squad In pursuance of the guidelines and regulations on curbing ragging fully and effectively in the Institute, SGT University has constituted an Anti-Ragging Committee and an Anti-Ragging Squad. Following are some guidelines and procedures set out for this;

1. All students and their parents are required to submit the anti-ragging affidavit and a copy of the same has to be submitted at the time admission.
 2. Ragging in any form is a serious offence. Any student found engaged in ragging activities in hostels, and other premises of the Institute will be subjected to serious disciplinary and legal actions including expulsion from the hostel/Institute as an immediate step
 3. Further teasing, intimidation, physical assault etc., will result in the expulsion of the students from the hostel/Institute. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious violations of rights and dignity of others.
 4. Ragging incidents are to be immediately brought to the attention of the Wardens and Chief Warden. The telephone numbers of all the above are displayed on the Hostel Notice board.
 5. An Anti-Ragging Committee has been constituted to address any issues of Ragging in the campus. The list of members of the committee is given in and around the campus.
 6. Further an Anti-Ragging squad has been formed to take surprise visits of the hostels and the places where students stay outside the campus so as to effectively curb ragging. The members of the Anti Ragging Squad are given in and around the campus.
 7. The Security in the Institute is instructed to keep a close watch on any kind of misconduct taking place in the campus and are directed to report to the Wardens and Chief Warden in case of any such event
- A) Ragging, gambling in any form and consumption of any narcotic drugs is strictly prohibited in the campus. Smoking and consumption of alcohol are strictly prohibited inside the class rooms, office areas and the hostel rooms.
- B) SGT University does not permit anyone to organize parties and/or arrange for drinking alcohol in their rooms. If this rule were to be violated, (a) the organizer, (that is the person in whose room the said event is found to take place will be considered as the organizer for this purpose) as well as the students involved in the event will be expelled from the student residence; (b) the degree of seriousness of the problem will be evaluated and further action will be decided by the Hostel Warden (c).the parents or the guardians of the students concerned will be intimated immediately.
- C) Dealing with or use of drugs/narcotics, their possession, their intake and gambling are strictly prohibited. No drugs anywhere at any time to be found with anybody. If found, the person will be dismissed from the SGT University

forthwith; parents will be informed and report will be sent to Police on suspicion of such activity and/or any dealing or possession by anyone in substances of such nature.

D) If a student is found to be disturbing peace and tranquility in hostel/campus, under the influence of alcohol or otherwise, appropriate action will be taken against him/her.

E) The students cannot carry firearms of any kind, poisonous things or intoxicants of any kind in the campus and hostel.

F) Students cannot stay out from the hostel in the night without the prior permission of the Warden concerned. Any student doing so will be liable for strict action including issue of show cause, issue of letter to the Parents complaining against the violation of campus and residence rules and for requesting them to counsel their ward, and even in extreme cases expulsion from the institute.

G) Common room chairs, furniture, newspapers and magazines are not to be removed /displaced under any circumstances.

H) Playing cricket/hockey/football in the corridors must be avoided to safeguard the glass panes around.

I) Glass panes and walls of the dining hall and other places at the hostel premises must not be used for displaying notices/posters (for which separate notice boards are available in the hostels) without prior permission of the hostel Warden/hostel representative. In case posters are put after such permission is obtained, care must be taken not to damage the walls and they must be removed promptly after the event.

J) Hacking in any form and sending spam emails is prohibited

K) Residents must not spoil the walls of their room and the hostel. Any graffiti inside the rooms will invite strict penalty. Any graffiti in the corridor walls will result in fines for all the residents of the floor. The quantum of the fine will be fixed by the Hostel Warden in consultation with the Institute's Facilities Manager.

L) The residents of the hostel cannot organize any function in the hostel without the prior and written permission of the hostel warden. All celebrations, including of birthdays, must be organized in the mess and that too with the prior and the written permission of the hostel warden.

M) Keeping of pet animals is not allowed.

N) Students are not allowed to employ any one for their personal work.

ISSUE OF GATE PASS-PROCEDURE FOR TAKING OUT ARTICLES FROM HOSTEL:

- (i) No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared by the Caretaker and signed by the Warden is produced to the Security Guard on duty at the hostel gate.
- (ii) The gate pass will be retained by the Security Guard for record.
- (iii) Any lapse will be viewed seriously and disciplinary action will be taken.

Traffic and Parking of Vehicles inside the Institute:

1. The speed limit inside the Institute is 05 kilometers per hour to avoid accidents. Please do not exceed this speed limit.
2. No auto-rickshaws or taxis will be permitted except to convey incapacitated persons or if the user has heavy luggage. Rickshaws/taxis are not to be detained and are to be dismissed immediately.
3. Overnight parking of commercial vehicles inside the campus, without prior permission, is not allowed. Students may park their private/personal vehicles in the Institute at their own risk without creating any hindrances to others.

4. All students who have a vehicle should obtain a vehicle pass from the Security Office. This will enable the security personnel to identify your vehicle. Visitors may park their vehicles at their own risk and the Institute will not be responsible for the safety of their vehicles and or for any damage or missing parts thereof.

5. All students, those who own vehicle must park their vehicle at the main gate of Main Campus.

6. PARKING of vehicles in front of "NO PARKING" signs are strictly prohibited and will be removed by the security guards. The Institute will not be responsible for any inadvertent loss or damage to such vehicles parked in no parking zones.

For Girls' Hostels:

(i) Boarders in girl's hostels shall present themselves for daily roll call from 8.00 pm TO 9:00 pm in Mess.

(ii) Hostel gate will be closed fifteen minutes before attendance and shall be opened at 5: 30 am in the morning. After that, LATE ENTRIES will be made in the register maintained for the purpose.

(iii) The following fines will be levied:

a). Coming late to the Hostel or absenting for the night from the Hostel without prior permission will be treated as a serious offence. The names of the residents, who repeated violation of the rule, will be reported to the Chief Warden and they will render themselves liable to expulsion from the Hostels. (Residents will be required to intimate in writing to the warden concerned about the place and people visited by them during the said time. This is to be complied with strictly and the failure shall attract stringent action against the erring/defaulting students)

b). Beyond 2 up to maximum 3 late entries: will be produced in front of Chief Warden.

c). Beyond 3 late entries: intimation will be sent to their parents. If persisted, it would attract disciplinary action and even expulsion from the hostel.

(iv) Residents returning from the home must report themselves before the roll call time. Violators will be fined as decided by the SGT University policy.

(iv) Girl students taking admission in the hostel for the first time must be accompanied by their parents.

(v) Resident must enter a valid contact number and address in the home going register before proceeding on leave.

(vi) As per the orders of the Supreme Court of India, Ragging is strictly banned in educational institutions. The students found indulged in ragging shall be expelled from the institute and the hostel.

(vii) Any resident, who is present in the room but doesn't come for the attendance will be fined according to the policy of SGT University.

(VIII) Entry Timing for Girls in Hostel:

Summers: 08:00 PM

Winters: 08:00 PM

CODE OF CONDUCT:

1. All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

2. All residents are required to carry their valid Identity Cards issued to them by the Institute.

3. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. If found during surprise inspection, penalty will be levied

4. Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Hostel office, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

5. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

6. The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

7. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

8. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Authorities.

9. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Authorities, failing which he/she will be charged a penal rent as decided by the Authorities.

10. The resident shall not remove any fittings from any other room and get them fitted in his/her room.

11. The residents are required to sign an Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.

12. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the Institute including hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Institute and Hostel zone is a smoke-free zone. Students should not smoke/consumption of alcoholic drinks and / or narcotic drugs etc., inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

13. SGT University authorities, Wardens, Assistant Wardens, Hostel Staff right to enter into the room for any surprise inspection.

14. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.

15 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

a) He / she will be expelled from the hostel.

b) A record of his / her misconduct will be made in the personal file.

c) The cost of damage will be fully recovered from him / her together with penalty.

d) He / she will also be fined commensurate with the offence committed.

e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.

f) No recommendations will be given to him / her for higher studies.

16. Any student found hosting / harboring an offender will be also liable to the punishments mentioned.

17. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

18. Forming of groups in the name of religion, caste, region, language, in any other form is strictly punished. Stringent action will be taken against the defaulters.

19. Entry Timing for Boys in Hostel:

Summers: 10:00 PM

Winters: 09:00 PM

Gate Pass:

The girl student of all Girls hostel need to take "Gate Pass" for going outside campus of availing any visit outside the main campus premises. They can collect the passes booklet from respective Warden. When availing the out campus visit the student has to entry the time, visiting and purpose of the visit in Register maintained at individual hostels. When going out of the campus she should give the pass to the Security guard deputed at specific gate.

Inmates should not indulge in any type of indecent activities and unacceptable behavior failing which strict disciplinary actions will be taken. Only Two Gate pass will be issued to student per week.

Gate Pass Issue timings:

Weekdays: 02:00 pm to 05:00 pm 08.00 pm to 07.00 pm

Holidays: 08.00 am to 01.00 pm

MESS TIMINGS:

The mess timings are as follows and the students should adhere to these timings:

BREAKFAST (Working Days): 07.45 AM – 08.45 AM

Sundays & Holidays : 08:45 AM-09:00 AM

LUNCH: 01.00 PM – 02.00 PM

DINNER: 07.45 PM – 08.45 PM

Visitor Timings:

Hostel residents are permitted to entertain their Guest/guardian/parents in visitor room of the hostel only as per the following visiting schedule.

Weekdays: 07:00 AM to 08:00 AM & : 04:00 PM to 07:00 PM

Sundays & Holidays: 08:00 AM to 11:00 AM

Guest/guardian/parents are not permitted to stay overnight in Hostel.

Consumption of Electricity:

Consumption of Electricity exceeding 100 units for non-AC room and 200 units for AC room per room will be charged @ Rs-13/- per unit. The charge exceeding permissible limit will be shared by all the occupants on pro rate basis & is charged monthly.

RIGHTS OF HOSTEL MANAGEMENT:

1. Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

2. The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

Fine/Penalties for Violation of Hostel Rules & Authority of taking Action:

In order to maintain discipline in the campus, Competent Authority may impose fine/penalties on defaulting Students.

Sr No	Act of Indiscipline	Fine/Penalties	Competent Authority
1	Changing of Hostel room without permission	Rs. 5000/-	Warden with approval of Concerned Dean
2	Breaking / Damaging University property	Rs. 5000/- and replacement of Item with service Charges	Concerned Dean
3	Taking meal out of Mess/ brining meal in mess from outside	Rs. 5000/-	Warden with approval of Concerned Dean
4	Any outsider staying in hostel without permission	Rs. 5000/- & disciplinary action	Warden with approval of Concerned Dean
5	Use if drug/ alcohol in campus & hostel/possession of empty/partly empty bottles of alcohol in hostel room	Rs 10000/- + Disciplinary / Legal action	Warden with approval of Concerned Dean
6	Misconduct- uncivilized, unwarranted objectionable behavior/ disturbing	Rs. 5000/- & offender will be handed over to police	Warden with approval of Concerned Dean

	others, fighting/any attempt to assault		
7	Stealing/ theft	Rs 5000/- & Legal action	Warden with approval of Concerned Dean
8	Gambling / Indulgence in immoral activity	Rs. 5000/- & disciplinary action	Warden with approval of Concerned Dean
9	Smoking in Campus	Rs 2000/-	Concerned Dean
10	Missing Classes without permission/Loitering around in campus/using play grounds/sitting in canteen during teaching hours without proper explanation	Rs 2000/-	Concerned Dean
11	Going out of Hostel without permission/coming late from outside/absenting from hostel for the night	Rs. 5000/-	Warden with approval of Concerned Dean
12	Use of electrical appliances/Abuse of electrical fittings , Cooking in Hostel Room	Rs. 5000/- Confiscation of appliances	Warden with approval of Concerned Dean
13	Over Speeding in Campus	Rs. 5000/-	Concerned Dean
14	Indiscipline in Library	Rs 2000/-	Librarian

Sr No	Act of Indiscipline	Fine/Penalties	Competent Authority
15	Coming to class/ Lab without proper dress/ Uniform/ Apron	Rs 1000/- + Not permitted to attend the Class	Class Teacher/HOD/Concerned Dean
16	Playing of loud Music & Speaker in hostel/Campus	Rs. 5000/-	Warden/Chief Security Officer with approval of Concerned Dean
17	Use of mobile phone during class/clinical posting/in library	Rs 2000/- + confiscation of mobile phone	Concerned Teacher/ Librarian with Concerned Dean
18	Celebration in hostel without permission/celebration beyond permitted duration	Rs 2000/-	Warden with approval of Concerned Dean
19	Replacement/ Loss of Identity Card	Rs 2000/-	Concerned Dean
20	Entering the Faculty/ Collage/ Institute without Identity Card	Rs 1000/- per day	Concerned Dean

Date:

Signature of Student

Signature of Parent/Guardian