

## H.R. Institute of Technology, Ghaziabad

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*Prepaid by: MR..... Approved by: Director....*

### ***HOSTEL RULES AND REGULATIONS***

#### **I. INTRODUCTION**

For the convenience of its students, hostel accommodation, on a shared basis, has been arranged by the Institute on the campus separately for boys and girls in respective hostels.

All the hostel rooms are fully furnished with beds, study tables, chairs and inbuilt cupboards and are equipped with ceiling fans and lights has been provided. The students interested in installing air cooler will have to apply for the same and then install the air coolers and pay the actual electricity cost. A common dining hall, a common recreation room with a T.V. \_a Kitchen cum pantry and common bathrooms on each floor are provided to all. Geysers are provided in all bathrooms.

If it is found at any point, even after the hostel has been occupied, that all the actual costs of running and maintaining the hostel are not being recovered, the Institute reserves the right to recover the actual cost equitably from all the residents. However, in case the students fail to pay the actual charges, it reserves the right to expel the students from the hostel.

The Institute hereby makes the following rules regulations fixing the norms and guidelines for granting admission to the hostel, charging of hostel fees, and the rules and regulations that shall govern every student residing at the hostel.

These rules and regulations may be called **Hostel Rules & Regulations** as approved by the Chairman of Institute. The said rules are subject to review / alternations/modifications/additions/deletions, either in part or whole at any time hereafter, at the exclusive discretion of the Chairman, HRIT.

It must be expressly understood that the Institute or its nominees shall not be held responsible in any manner whatsoever in case of any injury and / or loss of life or belongings of any hostel residents due to theft, burglary, fire, riot or any natural calamity or circumstances whatsoever.

## II. APPLICABILITY

Accommodation in the hostel cannot be claimed as a matter of right by any student.

All students enrolled with the Institute except ex-students, are entitled to apply and be considered for hostel accommodation.

## III. PROCEDURE

### a. Admission

A student admitted to the Institute & desirous of seeking hostel accommodation may apply filling in the prescribed application form available with the Administrative Officer. In the beginning of every semester, the dates for the same shall be put on the notice board of the hostel.

b. Admn. Officer / Admission in charge shall send the filled in forms to the Hostel Committee. The decision of the H.C. is final and binding.

c. Once the decision is taken the list of selected students is displayed on the Notice Board and a copy is sent to the following:-

- Director
- Resident Hostel Warden (Boys)
- Resident Hostel Warden (Girls)
- Accounts Section
- Administration Officer

d. On deposit of the hostel fees with the Accounts Section, a list of names with receipt of payment is sent to the following

- Director
- Resident Hostel Warden (Boys)
- Resident Hostel Warden (Girls)

e. The warden allots accommodation to a student only on production of the receipt of payment.

### f. Orientation

An Orientation Programme will be held and students will be made aware of the arrangements for their board and lodging, as well as the rules and regulations.

## IV. WHOSE DECISION SHALL BE FINAL & BINDING

The decision of the hostel committee constituted by the Director of the Institute in accepting or rejecting any application and in granting or refusing admission and in all matters relating to the efficient running and maintenance of the hostel shall be final and binding on all concerned and the Institute shall not be obliged to assign any reason and / or explanations whatsoever in this regard.

## **V. CRITERION FOR SELECTION**

All applications submitted for hostel accommodation by the last date prescribed shall be scrutinized by the Hostel Committee constituted by the Director of the Institute. The hostel committee shall consist of the following persons.

- a. DSW
- ii. Resident Hostel Warden
- iii. One Professor/Assoc. Professor / Asst. Professor to be nominated by the Director of the Institute.

The following parameters shall be considered for granting admission to the hostel.

- a) Preference shall be given to any student who is suffering from any physical disability and for whom, commuting to the Institute on a daily basis, shall be a problem.
- b) Where no physical disability exists, academic performance in the class XII examination or university exam, whichever is later, shall be considered. A student with higher marks shall be given preference.
- c) Candidates coming from long distances will be given preference.
- d) Preference shall also be given to students who have not availed themselves of hostel accommodation earlier.
- e) Any student who has been expelled from the hostel and / or Institute in the past or whose conduct has been unsatisfactory and whose presence is likely to disturb the peace and dignity of the hostel and its other residents shall not be considered for hostel admission.
- f) Local candidates in special cases can also avail themselves of hostel facilities by seeking permission from the authority.

## **VI. DISTRIBUTION OF HOSTEL ACCOMMODATION**

The complete accommodation available shall, as far as possible, be divided in such a manner so that, an equal number of students from each year of the degree can be provided accommodation.

In case however, seats reserved for a particular year remain unfilled, the hostel committee may, at its discretion, fill such seats by allotting them to students from any other year.

Every student admitted to the hostel shall be bound to accept the room allotted to him. He cannot change his room under any circumstances.

## **VII. DURATION OF HOSTEL ACCOMMODATION**

Hostel accommodation shall be provided only for one semester at a time.

On the expiry of the semester, all students admitted to the hostel shall unconditionally vacate the same alongwith all their belongings, by the last date specified by the hostel committee for the purpose.

Notwithstanding the above, though hostel accommodation is granted for one semester at a time, every student is entitled to apply and be considered for hostel accommodation in the subsequent year in case of a vacancy.

## **VIII. HOSTEL FEES**

Fees shall be determined by the Chairman HRIT. Hostel Committee on a semester basis. Once the fee has been determined, it shall be applicable on the inmates. Hostel fees once paid is not refundable under any circumstances.

## **IX. GENERAL RULES & REGULATIONS**

1. Every student shall be required to maintain high standard of discipline, decency & decorum, etiquette and conduct him/ herself in a disciplined & dignified manner.
2. Each resident of Hostel will be issued Hostel Identity Card signed by Warden.
3. Students shall do nothing which may cause disturbance in the studies or may be deemed vulgar in any way, which jeopardizes the normal life of the hostel.
4. Students are required to check all electric fittings and furniture and other articles/ items issued to them at the time of occupying the room. They have to pay the damages/ shortages, if any, at the end of every academic semester.
5. Shifting of furniture from one room to another is not allowed. Students are also not allowed to use electric appliances like heater/ convector/ cooler, immersion rod, electric

iron and any inflammable material etc. If found using them it will be confiscated and a fine be imposed by CEO/ Director.

6. Students are not allowed to interchange their room. Request for mutual exchange be forwarded through Warden to CEO/ Director for approval.

7. TV of hostel will work only from 5:00 P.M. to 10:00 P.M. each day.

8. Keeping unwanted reading materials , Audios , Windows etc. & also Gambling and playing cards, smoking, consumption of liquor inside or outside the hostel and use of intoxicants are strictly prohibited.

9. Formation of society/ club etc. is not permitted without the prior permission of CEO/ Director.

10. All the inmates of the hostels cannot take part in any subversive forum or any kind of strike.

11. Students shall be required to vacate the room as and when required and ordered by CEO/ Director.

12. Students shall be in no case, return to the hostel after 9:00 P.M. or as otherwise notified (which ever is earlier) except in case of emergency with the prior permission of Hostel Warden/ Resident Warden.

13. The Institute authorities and its representatives are authorized to search any room any time, open or locked, if required, under urgent and express circumstances.

14. Attendance will be taken in the hostel every evening at an appointed time. Absence without leave during the night is a punishable offence and fine of Rs. 500/- will be imposed which has to be paid within a week's time. If repeated, the inmate may be fined Rs. 1000/- or asked to vacate the Hostel at once.

15. Students shall leave the hostel only with prior approval of leave by concerned CEO / DSW/ Dean Director. Students are required to sign with date completing all entries in the leave application & registers in the hostel whenever they proceed on sanctioned leave from the hostel or return to the hostel after availing leaves. No student is allowed to stay in the Hostel during classes without valid reason & permission of the warden/ Resident Warden.

16. The inmates are required to make proper entry in the register placed with the gatekeepers. They must write the place where they wish to go and the purpose for which they are going out and expected time to return Hostel before 9:00 P.M. or as otherwise notified (which ever is earlier).

17. No Private Function will be celebrated by any student in the Mess/ Hostel. For special reason seek the written permission of CEO/ Director.

18. Guests and day scholars are not allowed to stay in the hostel. If they are found in any room, a fine of Rs. 1000/- will be imposed for the first time and if repeated the inmates may be fined Rs. 1500/- and/ or asked to leave hostel at once.

19. Mess timings should be observed strictly as notified from time to time. No item of mess can be taken outside the mess premises.

20. Sharing of thalis is not permitted.

21. Food must not be wasted.

22. Students must come to mess properly dressed.

23. No student is permitted to enter the Kitchen, Mess Committee members can however monitor activities inside the Kitchen.

24. A high standard of hygiene & cleanliness must be maintained in the mess. Dropping of food on table or floor, spilling of water, using water cooler for washing hands or spitting in the mess must be avoided.

25. Students will not inter-act with the mess staff. They will give their problems to the mess committee who will resolve them after discussion with mess contractor, hostel warden & Mess Co-coordinator.

26. Guests/ day scholars are not allowed to avail the mess facility.

27. Hostlers are not allowed to keep any vehicle inside the campus without the permission of the CEO/ Director.

28. Students are expected to behave properly with the hostel & mess staff. Disciplinary action will be taken in cases of misbehavior with the staff by any student.

29. Room service is not allowed for the students.

30. Hostel fee & Security will not be refunded in case of expulsion. If the student leaves the hostel on his / her own in between the academic session, Hostel fee will not refundable.

31. Every hostel inmate shall submit the written undertaking from his/ her parents as to the disciplined behaviour and conduct of himself/ herself. In case, a student is found indulged in any act of indiscipline/ misconduct including ragging/ absenteeism from class/ misrepresentative etc., subversive of Institute's discipline & decorum, he/ she shall have to vacate the hostel as ordered by CEO/ Director.

32. In case of any dispute between inmates, the agreed parties shall have to give written representation through Hostel Warden for his observations & then to CEO/ Director. They shall take appropriate action against the concerned inmates. If any inmate takes any action of his/her own and takes law & order in his/her hand to take revenge or to retaliate with evil intents, he/she shall be held equally responsible for the dispute and suitable action will be taken against both the parties. No student is allowed to contact media/ police or any outside authority without due permission of CEO/ Director. If he/ she defies the, appropriate action shall be initiated against the inmate(s) concerned.

33. Providing hostel is a facility to the students, which can be withdrawn at any time. Continuance of this facility is squarely subject to the satisfactory conduct and behaviour of the inmate(s) concerned, where discipline, decency & decorum and etiquette are maintained.

34. Students shall have to maintain cleanliness of their rooms and the hostels premises alongwith due upkeep of all the fittings and facilities provided to them in the rooms as well as in the hostels & mess.

35. It shall be mandatory for all hostel inmates to adhere to the rules of the dress code as prescribed by the Institute concerned. Non- compliance of dress code shall invite appropriate disciplinary action. On off days also they must come outside hostel, properly dressed.

36. Hostel inmate(s) shall live together peacefully, friendly and brotherly in their hostel(s) to create conducive academic environment without the least prejudice and dislike. Anybody found to create bickering and braveries shall render himself/ herself liable to stern punishment as decided by Chief Proctor/ CEO/ Director.

37. Hostel inmate(s) are especially required to comply recent order of the Hon'ble Supreme Court about RAGGING that "-----if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution."

38. Rules given above will be strictly followed by the students. Any violation of these rules shall result in appropriate disciplinary action being taken against the student.

39. Amendments/ changes or relaxation etc., if any, in the Hostel / Mess Rules & Regulations shall be notified by CEO/ Director after due approved by the Chairman, HRIT which shall be final and binding on all matters.

## **X. COMPLAINTS AND SUGGESTIONS**

- a.** Any hostel resident who may have a complaint / suggestion of any kind may record the same in the book provided for the purpose which shall be kept with the Hostel warden.
- b.** A Suggestion Box will be kept for the inmates of the hostel. The keys of this box will be kept with the Hostel Warden. The box will be opened regularly and complaints / suggestions will be attended to.
- c.** In case of complaint is not attended despite providing a reasonable time period, the complaint may be submitted in writing to the Director of the Institute.
- d.** All suggestions for improvement shall be placed before the Hostel Committee and depending on their reasonableness, if approved by the said committee in the interest of all concerned, they shall be implemented.

## **XI IDENTITY CARD**

A special identity card will be issued to each Resident student which they will be required to produce while entering the hostel.

## **XII. HOUSE KEEPING**

Perfect cleanliness will be maintained in the hostel premises. The Executive Housekeeper will regularly visit the hostel and see that proper cleaning standards are maintained. Meetings will be arranged at least once a month with the Resident Hostel Warden, Students representatives and Housekeeper in order to look into any problem or give suggestions on improvement.

## **XIII. MEDICAL AID**

The Hostel has First Aid and primary health kit for its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian / parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment / well being of the student shall be payable by the respective parent.

## **XIV. EMERGENCY AID**

In the event of an emergency, like fire, theft, housebreak, electricity / water failure, etc., the resident Warden has all the necessary telephone numbers for contacting the right agencies / offices.

## **XV. SECURITY**

The Hostel have 24 hours security arrangement with fully trained Guard at the main entrance and round-the-clock vigil in & around the hostel.

The Guards has a register in which he maintains record of the boarder's exit and entry as well as visitor's timings.

## **XVI. MESS FACILITY**

The hostel mess provides wholesome and nutritious food to the inmates – breakfast, lunch, snacks (evening) and dinner – in a neat and hygienic manner. The Dining Hall, kitchen, cooking utensils and serving utensils are properly cleaned regularly before and after use. The Warden personally inspects all arrangements daily.

A committee will be formed whose job will be to keep a close watch on the quality of food served to the inmates everyday. This committee would include

- Resident Hostel Warden
- 3 Student Representatives

## **XVII. RECREATIONAL FACILITY**

- A lush-green sprawling campus providing fresh air and aesthetic delight to residents is available.
- Provision for indoor and outdoor games Lawn Tennis, Badminton, Table Tennis, Chess, Carom, Basketball, etc. has been made.
- A common room with TV and indoor games is available for the inmates.

## **DECLARATION**

**To be submitted by the parent/Guardian/Sponsor at the time of his/her wards admission**

1. I Mr./Ms. .... hereby certify and confirm that my son/daughter / ward Mr./Ms. .... is seeking admission to the H.R. Institute of Technology, Ghaziabad with my consent and agree to be personally responsible to the Institute for the timely payment of all her fee/dues including the refundable security deposit during the entire duration of his/her stay here. I also undertake to assure you that my son/daughter/ward shall abide by all the rules and regulations of the hostel from time to time.
  
2. I certify that I have carefully read the rules and regulations of the Hostel and the undertaking and release submitted by my son/daughter/ward and unconditionally agree and accept all the provisions contained therein.

*Signature of Parent/Guardian/Sponsor*

Date

