**V.R.SIDDHARTHA ENGINEERING COLLEGE::VIJAYAWADA**

**ENGINEERING COLLEGE GIRLS HOSTEL**

**RULES AND PROCEDURES IN HOSTEL**

1. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office.
2. Accommodation would be provided only after paying the requisite fees and rents as decided by the college from time to time.
3. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.
4. No student will be allowed to stay in the Hostel without formal admission. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that she has submitted incorrect information.
5. At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by her parent/guardian, to the extent that she would abide by the rules and regulations of the Hostel.
6. At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed Personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
7. The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
8. Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
9. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
10. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management
11. Students must occupy the respective room allotted to them.
12. Rooms once allotted to the students for an academic year will not be changed except under special situations.
13. Under no circumstances the inmates should exchange rooms without the knowledge of the Hostel warden.
14. Inmates shall respect the equal rights of their roommates.
15. In exigencies the warden, without assigning any reason, may shift inmates from one room to another.
	1. Residents of the room are personally responsible for the safe upkeep of the furniture and other items supplied to them in the rooms. They will be charged for any damage and loss caused by design or negligence during their occupancy.

**VISITORS**

1. Any visitor is allowed enter into the Hostel up to the visitors’ room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors’ Book available at the Hostel entrance with the security guards.
2. The visit of male students to the Girl's Hostel is strictly prohibited. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.

**USE OF APPLIANCES**

1. The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the Residents inside the rooms.
2. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine of Rs. 2500/- (Rupees two thousand five hundred only) and disciplinary action by the Hall Management.
3. The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed.
4. When the residents go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times) and windows. Violation of this rule will attract suitable penalty and punishment as decided by the hostel management.
5. No mattresses, bed sheets, pillows, pillow- covers, towels and curtains etc. will be provided.

**Mess**

1. The monthly menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee or decision will be taken by the supervisor.
2. Discipline should be strictly maintained in the dining hall.
3. Day Scholars cannot be entertained as guests in the mess on a regular basis.
4. Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, it should be intimated to the hostel management and they will make suitable arrangements for her food.
5. Mess bill will be levied on all the days except on the summer, dasurra and pongal holidays declared by the institute.
6. The inmates should not enter into the kitchen.
7. Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to her. If the offence is committed for the second time a fine of Rs.500/- (Rs. five hundred only) will be imposed on her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against her.
8. Every resident must pay the mess bill by the due date announced by the warden. The warden will take steps to announce the mess bill within 3 weeks of the end of the mess-month. Failure to deposit the dues in time may result in fines or such other penalty as the warden may deem fit. The students who do not clear the dues of a month even after 30 days of the due date will have the registration for the semester cancelled unless the warden is satisfied with the reasons for non-payment of dues. The notice for cancellation of registration/withdrawal from the semester will be sent to the parents/guardians and the concerned authorities of the institute by the dean of students’ affairs on hearing from the warden.
9. Receipts in respect of payments of mess bills must be preserved till the end of the under graduate programme and produced in original whenever required by the warden or any other authorized officials.
10. A resident shall strictly keep to the timings set down for meals.

 **ROOM MAINTENANCE AND CLEANINESS**

1. It is the responsibility of the supervisor to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavours.
2. Sudden visits at any time will be made by the warden along with supervisor. If room maintenance is found not good and uncleanness a fine of amount Rs 500/- will be levied on each resident in the room irrespective of their explanations.
3. A resident shall be required to vacate the room when leaving on a long vacation/leave – 15 days or more.
4. Fixing posters and pictures or writing on the common walls and disfiguring the walls of the room are strictly prohibited. Anybody found doing it will be fined by the Warden.
5. Internal victimization or harassment of anyone who is in a minority position, or is unpopular for any reason, will be treated as a serious offence.
6. Before leaving for an overnight or longer stay off campus, a resident must indicate his/her destination and expected duration of absence in writing to the warden. In the event of unexpected absence from the Hostel, the resident’s registration will be cancelled immediately.
7. The residents shall not have any guests living in their rooms without prior permission of the warden.
8. Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities
9. Garbage and wastage only be put at garbage box available nearby Rooms/hostel premises.
10. Students should not enter or sleep in rooms of other students without permission of the inmates.
11. No function or celebration shall be organized at hostel premises or in rooms except with the permission of the Warden.

**RAGGING:**

1. Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any resident if she is found to have indulged in ragging.
2. Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.
3. Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
4. Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
5. When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
6. All residents are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

**MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS**

1. Students should be present within the Hostel premises between 9:00 PM to 8.00 AM.
2. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on her.
3. If any student wants to go out to the city/town between 6.00 AM and 9.30 PM, excluding the class hours, she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected time of return with dates. They should also enter their names, place of visit and return time along with the mobile numbers in the register kept in the Hostel security office for this purpose.
4. Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the department/programme coordinator/student counsellor she belongs.
5. Going home frequently is not permitted.
6. If any second/third year student needs permission for coaching outside the institute like GRE/TOFEL/CAT/GATE should submit a letter by their parents personally to the hostel warden. No permission will be given through phones.
7. No first year student is permitted to go outside the hostel. Violating the rule will cancel the hostel registration on spot without any prior intimation to parents.
8. If any hosteller goes outside the college campus without any prior information to the hostel management during/after college timings hostel registration will be cancelled immediately and disciplinary action will be taken on her by the Institute.

**CODE OF CONDUCT**

1. All residents are required to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
2. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
3. Modesty in dress is expected from students.
4. All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
5. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
6. Notices must not be pasted on walls. Walls must not be scribbled on.
7. A room is allotted to a student on her personal responsibility. She must take care of the cleanliness and maintenance of her room.
8. Residents must also take care of the Hostel and its environment.
9. If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.
10. Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the hostel management shall provide alternative accommodation.
11. The resident of a room is responsible for any damage to the property in the room during her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/= for each item.
12. In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.
13. The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which she will be charged a penal rent as decided by the Hostel Management.
14. The resident shall not remove any fitting or fixture from any room or common area.
15. Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
16. The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hall Management shall in no way be considered responsible.
17. Engaging personal attendants is prohibited.
18. In the Hostel premises the following acts are strictly prohibited:
	* Consumption of drugs • Gambling • Intimidation or violence • Wilful damage to property • Entering the Hostel premises in an intoxicated state • Using abusive languages • Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc. • Cooking in the room or on the Hostel premises • Using two-wheelers and/or motor vehicles of any kind

**DISCIPLINARY MEASURES**

1. Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in above cases, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper enquiry.
2. Moreover, depending upon the gravity of the offence if the Hostel Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.
3. All the residents shall comply with the rules and supplementary rules and bye laws as may be framed from time to time. Ignorance of any of these shall not be accepted as an excuse for its non- observance on the part of a resident. For any violation of the rules and for any act indiscipline, the warden shall take whatever action is deemed necessary at the hostel level. In case of serious offence, she shall refer the matter to the Students’ Affairs.

**Fund**

1. A Fund, to be called the **Mess Fine Fund**, will be created out of the fines collected from the defaulters of the mess dues. This Fund will be utilized for the improvement in the mess services, as decided by the Mess Committee. A separate account for this fund should be maintained by the Hostel Mess Committee.
2. A Fund, to be called the **Room Fine Fund**, will be created out of the fines collected from the boarders of the Hostel. The Hostel Fine Fund will be utilized for the improvement and upkeep of the Hostel, as decided by the Hostel Maintenance Committee. A separate account for this fund should be maintained by the Hostel Maintenance Committee.
3. The above Fine Funds are to be properly maintained and are to be subjected to the internal audit.

**GRIEVANCE REDRESSAL**

* If any boarder feels aggrieved on any matter concerning running of the Hostel room or its Mess, she may approach the supervisor or hostel warden in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the hostel management may refer the case to the Institute Grievance Cell for further action.

**RIGHTS OF HOSTEL MANAGEMENT**

* The Hostel management reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

**APPELLATE AUTHORITY**

* In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Principal of the Institute through the Warden for redressal. The decision of the Principal on the matter shall be considered as final and binding.