

# HOSTEL RULES AND REGULATIONS

AT SIIFS, OUR AIM IS TO PROVIDE A SAFE, COMFORTABLE, AND DISCIPLINED ENVIRONMENT FOR ALL STUDENTS. THE BOYS HOSTEL SERVES AS AN ESSENTIAL PART OF OUR CAMPUS, OFFERING A SUPPORTIVE AND HOMELY ATMOSPHERE FOR STUDENTS. TO MAINTAIN PEACE, DISCIPLINE, AND PERSONAL GROWTH, WE HAVE OUTLINED THE FOLLOWING HOSTEL RULES AND REGULATIONS:

## 1. General Rules:

- **Admission Rights:** Admission to the hostel is not a right, and all admission decisions are reserved with the Managing Director.
- **Admission Fees:** Students admitted to the hostel at any time during the month will be charged the full hostel fee for that month, regardless of the date of admission.
- **Vacancy and Assignments:** Rooms will be assigned in the order of admission. Once assigned, rooms are for the full academic year. If a student leaves in the middle of the session, they are required to pay for the entire year.
- **Room Allotment:** Rooms will be allocated by the Warden at the beginning of the academic session on a shared basis. Students must not alter the room layout or furnishings or room Change without prior approval from the hostel authorities.
- **Committees:** Various committees (Common Room, Mess, Discipline, Sports, etc.) will be formed for the smooth functioning of hostel life. These committees work in coordination with the Warden to improve hostel conditions.
- **Inspection:** Rooms may be inspected by the Warden or Managing Director at any time for safety and cleanliness.
- **Hostel Timings:**
  - **Summer Hours:** Hostel gates open at 4:30 AM for PT and close at 9:30 PM.
  - **Winter Hours:** Hostel gates open at 5:30 AM for PT and close at 8:30 PM.

## 2. General Behavior & Discipline:

- **Respect for Others:** Students must respect the rights of other residents, hostel staff, and faculty members at all times.
- **Quiet Hours:** Silence must be maintained in the hostel premises, especially between 10:00 PM and 6:00 AM to ensure a peaceful environment for studying and resting.
- **Cleanliness:** Students must maintain cleanliness and hygiene in their rooms and common areas. Each student is responsible for their own personal belongings and cleanliness. Every resident is required to flush the toilet and clean up the bathroom after use.
- **Proper Attire:** Students must be properly dressed while in the common areas.
- **Indiscipline:** Any activity detrimental to the smooth functioning of the hostel will result in disciplinary action. This includes misbehavior, damage to hostel property or violation of rules.
- **Boundary Restrictions:** Students are prohibited from climbing over walls or fences to enter or exit the hostel campus.
- **Prohibited Substances:** Smoking, alcohol, drugs, or any intoxicating substances are strictly prohibited. Violation will result in heavy fines and expulsion.
- **Vacations:** Hostels will close during vacations.
- **Acts of Misconduct:** Gambling, misbehavior, or possession of weapons will result in severe disciplinary action, including expulsion.
- **Ragging:** Strictly prohibited, with expulsion or other disciplinary action for offenders.
- **Community Responsibility:** Living in the hostel requires integrity and a sense of community. Residents must take responsibility for maintaining discipline and observing all rules.

## 3. Room Maintenance

- **Damage to Property:** Students must take care of hostel property. Students are responsible for hostel property. Any damage to hostel property must be reported immediately. Students will be charged for damages caused due to negligence. Any damage caused to the hostel's infrastructure or items will result in fines or disciplinary action.
- **Electrical Appliances:** Only authorized electrical appliances (such as fans, lamps, etc.) are allowed in the rooms. Unauthorized appliances, including cooking items, are strictly prohibited due to safety concerns.
- **Energy Conservation:** All electronic devices (e.g., lights, fans) and water taps must be turned off when not in use to conserve energy and water.

## 4. Safety & Security:

- **Identity Card:** Students must always carry their ID card and show it when asked by hostel staff or security personnel.
- **Locking Rooms:** Rooms should be securely locked whenever students are not in them.
- **Loss:** The hostel is not responsible for personal losses (cash, phones, vehicles etc.). Residents should insure valuable items.
- **Emergencies:** In case of emergencies, students must inform the Warden or hostel management immediately. Participate in fire drills and familiarize yourself with emergency exit routes.

#### 5. Visitors and Guests:

- **Guests:** Only authorized visitors are allowed in the hostel. No overnight guests are allowed without prior permission from the hostel management.
- **Visitor Entry:** Entry of visitors into rooms is strictly prohibited. Visitors are allowed only during designated hours (9:00 AM to 5:00 PM). All visitors must sign in the visitor register before entering the campus.
- **Guest Accommodation:** No overnight guests are allowed except for relatives, with prior permission from the Warden. A charge of Rs 200 per night, plus Rs 50 per meal, will apply.
- **Opposite-Sex Visitors:** Visitors of the opposite sex are not allowed into student rooms under any circumstances.

#### 6. Study & Academic Environment:

- **Study Hours:** A quiet environment should be maintained for studying during designated study hours (usually from 6:00 PM to 10:00 PM).
- **Mobile Phones & Gadgets:** Mobile phones and other electronic devices should be kept on silent mode during study hours to avoid disturbing fellow students. Excessive use of gadgets is discouraged.

#### 7. Meals & Dining:

- **Meal Timings:** Meals will be served at fixed times (Breakfast 8:30 AM to 9:30 AM, Lunch 2:30 PM to 3:30 PM and Dinner 8:30 PM to 9:30 PM). Students should adhere to the meal schedule and avoid wasting food.
- **Mess Etiquette:** Students are expected to maintain good dining etiquette. Each resident is responsible for washing their own dishes. Clean your area after meals and avoid food wastage.
- **Outside Food:** Bringing food from outside the hostel is not allowed unless specifically authorized by the hostel management.
- **Vegetarian Days:** **Thursday and Saturday** are designated as **Pure Vegetarian Days** for all hostel residents.
- **Dining Hall:** Meals must be consumed in the hostel dining hall. Food or mess utensils should not be taken to rooms, except for personal items.
- **Kitchen Access:** Students are not allowed to enter the kitchen.
- **Cooking:** Cooking in the hostel rooms is prohibited.
- **Complaints:** Complaints regarding mess services can be made to the Warden. Complaints from defaulters will not be entertained.

#### 8. Health & Well-being:

- **Illness & Medical Care:** If a student falls ill, they should inform the hostel warden immediately. Medical care will be provided on campus or at a nearby clinic as needed.
- **Fitness:** Physical fitness is important, and students are encouraged to use the sports and fitness facilities provided by the hostel.
- **Mental Health:** Students should seek support for mental health concerns. Counseling services are available to help students cope with stress and other challenges.

#### 9. Leave & Absence:

- **Leave Requests:** Students who wish to leave the hostel for a weekend or vacation must submit a leave application in advance. Unauthorized absence from the hostel without prior approval may lead to disciplinary action.
- **Night Out:** Night-outs are allowed only with prior written permission from the hostel warden or Managing Director. No student is allowed to stay out after the designated curfew without permission.
- **Leave of Absence:** If a student is absent for more than three consecutive days, they must notify the hostel office and provide valid reasons for their absence.

## 10. Hostel Fees & Payment:

- **Timely Payment:** Students must pay hostel fees on time. Hostel fees are due within the 5<sup>th</sup> Day of the month. Failure to do so will result in a penalty or suspension of hostel facilities.
- **Refunds:** Hostel fees are non-refundable once paid.
- **Non-Payment:** Failure to clear dues will result in the room being locked and belongings transferred to storage.

## 11. Disciplinary Actions:

- **Violation of Rules:** Any violation of hostel rules will result in appropriate disciplinary action, which may include fines, warning letters, or expulsion from the hostel.
- **Damage Compensation:** Students will be required to pay for any damage to hostel property.
- **Suspension or Expulsion:** Serious misconduct can result in suspension or expulsion from the hostel.
- **Grievances:** Any grievances or complaints can be addressed to the Hostel Warden or the Hostel Management. An open-door policy is maintained to resolve any issues faced by students.
- **Parental Notification:** Parents will be informed of any severe violations, and students may face penalties such as suspension, expulsion or fines.

## 12. Checkout Procedure:

- **Room Vacating:** Students are required to vacate their rooms at the end of the academic year or within 96 hours after their final exams. Any personal belongings left behind will be discarded after the check-out date. A fine of Rs 200/day will be charged for overstaying, increasing to Rs 400/day after 7 days.
- **Clearing Dues:** Before checking out, students must clear all dues (including mess fees, damages, etc.). And Hostel property should be returned in good condition (if issue).

## Conclusion:

The hostel is designed to provide a safe, comfortable, and supportive environment for students. By following these rules and regulations, students contribute to creating a positive, respectful and productive atmosphere in the hostel.

Let's work together to maintain a positive atmosphere for all residents!

**We wish you a fulfilling and successful stay at SIIFS Hostel!**

## SIIFS BOYS HOSTEL APPLICATION FORM

Application Date: \_\_\_\_\_ Full Name: \_\_\_\_\_ Course Code: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Blood Group: \_\_\_\_\_ Any known allergies or Medical conditions: \_\_\_\_\_

Emergency Contact (Name & Number): \_\_\_\_\_

## Declaration:

I, the undersigned, hereby declare that the information provided above is accurate and complete to the best of my knowledge. I agree to abide by all rules and regulations of the hostel, and understand that any violation of the hostel policies may lead to disciplinary action, including expulsion from the hostel. I also acknowledge that the hostel management is not responsible for any loss of personal belongings.

Name of Student : ..... Signature & Date of Student: ..... Mobile No.: .....

Name of Parent : ..... Signature & Date of Parents/Guardian: ..... Mobile No.: .....