

HOSTEL RULES AND REGULATIONS 2023-24(Girls Hostel)

1. MANAGEMENT

The General management of the hostels is vested with the Wardens and Rectors (Boy's and Girl's) under the overall supervision and guidance of the Principal/Rector. Student representatives help in running the messes and the hostels.

2. ADMISSION AND ACOMMODATION

- 2.1. Admission into the Hostel cannot be demanded as a matter of right. Admissions are on merit basis as per representation policies of government of Maharashtra and matrix implementation. Rector/Warden may refuse admission into the hostel to any student or even after being admitted, he may order the withdrawal of any student from the hostel whose character and conduct are not satisfactory or without assigning any reason.
- 2.2. Applications are invited for students well before the start of semester in the google form. The failed students have no eligibility to occupy the rooms in the Hostel for the completion of the failed subjects.
- 2.3. A number of applications are entertained upto the last date of google form. Students after registration should report to the Warden who will assign rooms. Rooms will be made available only to those students who are boarders in the messes and who have paid the hostel fees. The decision of the Warden is final in the allotment of rooms. Allotment of rooms will be done on pure merit basis. Students should stay in rooms allotted to them; otherwise, rooms are not transferable.
- 2.4. When seeking admission, each student shall submit a hostel registration form comprising his/her biodata, parent details and two latest passport-size photographs with his/her signature on the photograph.
- 2.5. Each student shall remit the Hostel Deposit of Rs.1000/ (refundable caution money) while seeking hostel admission and development charges as prescribed by the Institute. Adjustment of any dues shall be done from a refundable hostel deposit.
- 2.7 Every year new admission procedure will conduct, and new allotment list will be published.

3. AMENITIES

Hostels are well equipped with common facilities available on the campus. Reading rooms are provided with important newspapers, magazines and periodicals. Televisions with DTH facilities are also available in the hostel. CCTV, Sport facilities as well as RO water available in the hostel. Transport for medical emergencies is available in the hostel including nighttime. The above facilities are not prerogative and will vary with local needs and availability.

4. RESIDENT DISCIPLINE

- 4.1. Students will have to report to the Warden the date and time of departure, when they proceed to their home for vacation or for any other purpose and of arrival on return. The students should write the particulars in the Movement Register available in the hostel.
- 4.2. During summer vacation, they shall vacate their rooms and hand over the furniture and other articles received by them from the caretaker and keep their belongings in the identified common rooms duly countersigned by the Warden.
- 4.3. Students must acknowledge the receipt of the furniture items supplied to them individually. They will also be required to acknowledge the electrical installation. Furniture and other articles should not be removed from their rooms. The cost of furniture and electronic installations will be recovered from the inmates of the room, if they are found tampered with or otherwise mishandled. They are strictly prohibited from using other electrical appliances (like electric iron, heaters, stoves, battery illuminator's, etc.) in the room. If found these items, they must submit all items to the caretaker. If again found these mentioned items, they will be expelled from the hostel immediately. However, a personal computer/laptop may be used.
- 4.4. Students will also be held responsible for the general maintenance and upkeep of the rooms allocated to them. If the walls, windows and doors are pasted with posters
/ Disfigured or spoiled, the students will have to pay for the whitewashing and painting charges. Students should switch off lights and fans when they leave their rooms. Otherwise, they will be fined and /or other disciplinary action may be taken.
- 4.5. Student meetings of any kind for any purpose are prohibited within the hostel premises without specific permission of the Warden. A hostel resident should obtain the prior permission of the Warden for any temporary absence from the Hostel. Students who are absent from their rooms for three consecutive days without prior permission of warden, are liable to be withdrawn from the hostel. Ordinarily mess remission will not be granted for the absence during examination

days.

- 4.6. No guest will be permitted to stay in the hostels during the night without prior permission of Rector/wardens. Bringing guests into the rooms and causing disturbances to roommates are not permitted. Only blood relation relatives (Mother and sister) are allowed to stay in only allotted room. The students should not entertain the unauthorized occupation of any of their friends in their rooms.
- 4.7. All students should remain in their rooms and maintain perfect silence in the hostels during the study hours from 9.00 P.M. to 6.00 A.M. every day. Howling or making loud noises in the hostel is prohibited. Students are prohibited from keeping knives, sticks or any other offensive weapons in the hostel rooms allotted to them. They are also strictly prohibited from keeping or using alcoholic drinks in their rooms or in the hostel premises. Playing card games or any form of gambling in the rooms at any time of the day or night is strictly prohibited. Smoking, chewing tobacco, paan etc. is prohibited on the entire campus including the hostel premises. Any student violating this rule shall be liable for expulsion from the hostel.
- 4.8. Any room in the Hostels can be opened for inspection by the Warden and or any other official of the Institute at any time during the day or night. In case of necessity/emergency, the Warden shall have powers to break open the lock of the room for inspection.
- 4.9. No student shall quarrel or misbehave with or use abusive language against other students or any employee of the hostel including the Ward boy, sweeper, mess servants etc. Any misbehavior on the part of any employee shall be brought to the notice of the Warden who will take necessary action. Any form of ragging is considered a crime and subjected to police action as per Clause 3 of the UGC regulations on curbing the menace of Ragging in Higher Educational Institutions.
- 4.10. Students should attend guest lectures and other programs in the organization.
- 4.11. Diaries, magazines and periodicals shall not be removed from the reading rooms.
- 4.12. Students are not allowed to collect money or donations/contributions for any purpose in the hostel.
- 4.13. Students shall not demand any special service from hostel servants. Carrying Food will not be allowed in students' rooms outside from campus. (Hostel mess is compulsory for all, no exception for medical reasons, if any serious medical reason, you can leave the hostel) Students shall not remove tumblers, vessels, furniture or any other article belonging to the hostel mess and common rooms.
- 4.14. Only notices that are signed or countersigned by the Warden or by other Institute authorities should be put on notice boards of the hostel.
- 4.15. Students are advised not to keep valuable articles in the rooms. They are advised to lock their rooms while leaving away. Total responsibility of students for their

valuables.

5. GENERAL DISCIPLINE

Students shall not act or cause others to act in such a manner to create disturbances among other inmates of the hostel. In addition to the above, separate rules are framed for the girl students. These will be informed to the girl students at the time of their admission into the hostel. All acts of indiscipline are prohibited and punishable. The Warden shall frame rules as deemed necessary, with the approval of the competent authority in the interest of the Hostels and to maintain discipline.

6. ADDITIONAL RULES AND REGULATIONS

Visitors are allowed on all days from 5.00 A.M. to 6.00 P.M. only. They can meet at reception only. Girls should not visit the boy's students in the girl's hostel premises. As a special case, visitors other than parents / local guardians can meet the students with the permission of the Warden. The visitors must sign in the Visitor's register. Day-scholars are not permitted to stay in the hostel in a day /night.

7. MOVEMENT REGISTER

Students should get prior permission from the Warden (Girls Hostel) whenever they leave the hostel for purposes other than attending their regular classes, on submission of 75% attendance criteria from HOD/Subject teacher. They should enter their name, place of visit, purpose and time of leaving in the movement register (special register for leaving campus for any purpose) kept in the reception. Students should return before 7.00 P.M. without fail. (No excuses for late comers). They must indicate the time of return in the same register kept in the guard cabin.

PG/Club/Sports/other academic or extracurricular activities students, leaving the hostel for above mentioned purpose should apply for prior written permission to the Warden (Girls Hostel) with the recommendation of Faculty Advisory Committee / PG Co-Ordinator / Head of the Department/event coordinator for programme.

8. LEAVING THE PREMISES

8.1 Each student is permitted to go for shopping once a week either on Saturday or Sunday upto 7.00 P.M with prior permission from the Residential Warden / Deputy Warden (Girls Hostel). Students should submit a standing permission letter signed by their parents in the presence of the Deputy Warden (Women's Hostel) or Warden at the time of admission in the hostel. Without the standing permission letter, the student will not be permitted to leave the hostel

during the semester. The students are not permitted to go to guardian's house for overnight stay unless there is a specific duly written requisition from the parent.

8.2 Students should not go to the terrace as well, they should not sleep on the terrace.

9. STUDY HOURS

Students should not leave their hostel premises after 6.30 P.M. Students should strictly follow the study hours from 9.00 P.M. onwards, during which silence should be maintained.

10. HEALTH CARE

Any physical indisposition should be reported to the deputy Warden (Girls Hostel) and the Medical Officer, at approved/designated/recommended hospital. Those who need to consult specialists should get prior permission from the Institute Medical Officer/warden.

10.1. CARE OF PERSONAL ITEMS

Students should not keep a large amount of cash or costly items like cameras, mobile phones, electronic gadgets, jewelry, etc. in their rooms. Students are advised not to wear costly jewelry. If any item is kept, it will be at the students' own risk.

10.2 Use electricity, food and water very carefully. When rooms are closed you should power off all electrical switches. Use dustbins for cleanliness.

10.3 ATTENDANCE

All the students must be present in the hostel on all days. Attendance will be taken every day. Changes in rules from time to time will be binding on all students. If any student is found to deviate from these instructions, suitable disciplinary action will be taken, including expulsion from the hostel.

Along with register entry, all girls must mark regular attendance through Hajeri App, also they should enter Vacation/leave details in the Hajeri app. Visitors entry must mark through Hajeri App. If any girl student is not marking her attendance in Hajeri app disciplinary action will be taken by the authority.

Local guardians name, address and phone number must submit at the time of admission (Visit at local guardians home only at a daytime)

10.3 Mess is compulsory. Mess deposit is 2000 rs per student. Once admitted into the hostel students want to avail outside food/mess then fixed mess charges of Rs 300 must be paid.

ANTI-RAGGING MEASURES

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (cpp-II) dt.17.06.2009 and the subsequent Amendments of 2012, 2013 and 2016, Ragging is a punishable crime.

An Anti-Ragging squad is active in the IARI-Cuttack Hub and the IARI-Cuttack Hub has zero tolerance for Ragging. Hence any such activities would be viewed with due seriousness and the student would be subjected to disciplinary action as per the stipulated act.

What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- b) Any action which causes or is likely to cause annoyance, hardship, physical or psychological harm or causes fear or apprehension for any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment, or embarrassment to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- k) In case of any such instances either directly being contacted by the senior, being a victim or if the student happens to witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Chairman-Students' Welfare/Anti-ragging Squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and any attempt of ragging shall be promptly reported to the above authorities. First- year UG students are for the very same reason lodged in separate hostel wings and the access of seniors are denied in these first-year hostels wing. Any senior student found in those hostel premises for whatsoever reason without prior permission shall be subjected to disciplinary action. The students who are found to indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed herein under The Anti-Ragging Committee of the IARI-Cuttack Hub shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad. :
- l) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty one or more of the following punishments, namely.
- Suspension from attending classes and academic privileges.
 - Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - Debarring from appearing in any test/ examination or other evaluation process.
 - Withholding results.
 - Debarring from representing the institution in any regional, international meet, tournament, youth festival, etc.
 - Suspension/ expulsion from the hostel.
 - Cancellation of admission.
 - Rustication from the institution for period ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the

institution shall resort to collective punishment.

- m) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- in case of an order of an IARI-Cuttack Hub, to its director.
 - All hostellers are required to sign an Anti-Ragging Undertaking form.
- n) A false ragging case if proved can lead to penalization of the complainant as per any point of (1) depending on the seriousness of the action.

A boarder, who is found misbehaving/indulging in an activity that spoils the reputation of the institution, will be immediately suspended from the hostel, with the consent of the Chairman-Students welfare.

Any other violation will be dealt with on a case-by-case basis.

Strict police case and action as per rules of UGC.


Principal

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