

General Information, Rules and Regulations :

1. **Hostel Fee includes the following facilities -**

- a. AC Room,
- b. Daily cleaning,
- c. Hot Water in Winter
- d. Laundry (60 clothes in a month)
- e. Pure vegetarian breakfast with Tea, Evening Tea, lunch and dinner & Night Milk
- f. Security Guards,
- g. Free Common Electricity

2. **Allotment of Hostel and Room:**

- a. First come first serve basis
- b. Inter-exchange of hostel/room once allotted is not permitted under any circumstances.

3. **Minimum Hostel Occupancy Period:**

Student & his/her parent are agreeing that student will stay in hostel from admission date to till course completion.

4. **Payment of Monthly Charges:**

- a. Hostel Fee has to be paid in advance on monthly basis, between 1st to 5th day of every month & month shall start from 1st date of the month.
- b. If the student join the hostel between 1st day to 10th day of the month, student has to pay fee for full months. If he join on 11th day or onward, the fee will be charged on prorata basis.
- c. **Fee Deposition with Late Fee:** With grace period of another 5 days student may deposit fee till 10th day of the month. After that late fee of ₹100 per day will be charged upto 15th day further management may stop all facilities including mess and ask student to vacate the room.
- d. If student goes to his native place on Diwali vacation/for other reason, no adjustment or concession or deduction will be made.
- e. **Service Tax and any other tax** levied by Government from time to time shall be payable by student other than monthly rent and other dues.
- f. If student continue hostel from one session to another session and keep his belongings in hostel room, he has to pay monthly charges.

5. **Security Deposit:**

- a. Student has to deposit one month charges as refundable Security money at the time of admission.
- b. Security money shall be refunded at the time of leaving the hostel after recovering hostel dues and charges for damages (if any) done by student in the room or common area or elsewhere.
- c. One month hostel charges will be also deducted from security money if occupant leaves the hostel, for any reason what so ever, before the committed last month of stay declared in clause-3.
- d. Security money will be refunded only by account payee cheque in name of parent.
- e. Security money shall not be adjusted in Hostel charges.

6. **Fee Refund Rules:**

- a. Security - deposit will be refunded at the end of the classes after adjusting dues. In case any student leave the Hostel in first month 100% security will be refunded after deducting the hostel's one month rent.
- b. If the student leaves the Hostel (After one month of joining) 50% security will be refunded and rent will be charged on prorata basis.

7. Room Change Policy

- a. Room once allotted shall be changed to the similar room category only if management is convinced with reason to change subjected to availability of room.
- b. Decision of Management in such case shall be final and binding to student/parent.

8. Furniture & Fixtures:

- a. Every boarder is provided with a set of furnishing as per the item list given in first page of this booklet.
- b. At the time of admission, it will be student's responsibility to check the room furnishing, fixtures, electric fitting & other items and see that they are in good condition. The student shall be responsible for any damages or loss after taking possession.
- c. Furniture and electrical fittings are not to be removed from one room to another.
- d. Occupant is to see that no damage is done to the hostel property. Any damages to hostel property (intentional or negligence) is to be repaired & made to be in good condition and the cost for the same has to be borne by student individually or collectively on case to case basis.
- e. Furniture, Fixture, accessories and other items which are given at the time of allotment of room are the property of the hostel. These should be deposited at time of final check out. If lost or not found in good condition, then their cost will be charged from the occupant or will be deducted from security deposit.
- f. The deductions from the deposit will be made at the sole discretion of the management of the hostel.

9. Maintenance of Room, fixtures etc.:

Wall, windows, doors should be kept in good condition. Nailing, painting, sketching, pasting posters, stickers, graffiti or any decoration is not allowed in the room & on walls, cup-board, lofts, racks, table, chair and other furniture and fixtures. If any such types of damages are found, then renovation cost will be charged from the occupant with additional penalty of ₹ 500.

10. Laundry Facility:

- a. Laundry person comes to hostel on regular interval. Student can give maximum 60 clothes for washing and ironing in a month. Woolen clothes are not allowed in this package.
- b. This facility is free to all students up to 60cloths per month. Beyond this student has to make payment to laundry person on case to case basis.
- c. Student, while giving and receiving the clothes will have to make proper entry in the register.
- d. If a student does not come to receive his/her clothes, laundry person will not be responsible of the loss of clothes.

11. Room Cleaning:

- a. Servants/maids are available in the hostel from 9:00 AM to 4:00 PM. It will be the duty of the student to get the room cleaned by hostel staff appointed for this purposes and keep the room in tidy and hygienic condition.
- b. Please get room cleaned only in your presence. Management is not responsible for any loss of cash or valuables.

12. Supply of Hot Water:

Gyser is installed in each Bathroom for hot water. Electricity charges will be extra as per unit consumption shown in meter [@ 9.50 per unit]

13. Wastage of utilities :

- a. Occupants should use Water and Electricity judiciously.
- b. Lights, fans etc should be switched off when not in use.
- c. Using personal electrical appliances/gas stove/ TV/ laptops/iPad/Tablet/Tape Recorder/Radio/electric heater, electric rod and similar appliances are not permitted. If somebody is found using such items, appliance will be confiscated & penalty of ₹1000 will be levied.
- d. Occupants are warned against tampering with electric installation and for electric repairs the electrician should be called in.

14. Mobile Phone Policy:

Students are not allowed to use multi-media mobile hand set. They may use basic mobile hand set to talk to parents. In case anybody is

found to misuse mobile phone, he/she will be terminated from the campus without refund of fee under any circumstances.

15. Motorized Vehicle & Parking:

Students are not allowed to keep any motorized vehicle (Scooter, Motor-Cycle, Car etc.) within the campus. For bicycle, student may park at designated parking area on his/her own risk.

16. Room Inspection:

The warden or any authorized person by the Management shall have liberty to inspect the room, its cleanliness and hygiene and for any other purpose at any time.

17. Medical Facility & Assistance:

- a. If medical help is required, student should inform the hostel warden or Student Welfare Cell/Desk
- b. Free doctor facility is available at campus for basic treatment during 8:30 to 11:30 (Monday-Saturday)
- c. Tie-ups with reputed Hospitals in case of any emergency or for advanced treatment
- d. In case of consultation with expert doctor, hospitalization etc, any Medical fees and other expenses will be charged from the student.
- e. 24 hours ambulance service is available in case of emergency.
- f. Students should declare any pre-existing medical illness/ allergy & immunisation status without fail at the time of admission. This will be of great help in medical emergencies.
- g. If a student is diagnosed with having a highly communicable disease such as Chicken Pox etc., he / she will be quarantined Or may be asked to leave the campus till the student is fully recovered from that disease.

18. Visitors Rule:

- a. Visitor Time: 07:00 AM to 06:00 PM
- b. Only those Visitors are allowed to meet the student whose name(s) are given in the hostel admission form with the permission of hostel warden/Administrator.
- c. Visitors can meet the residents at the Reception Lobby or Visitor Room only.
- d. Visitors are not allowed in student's room. Students found guilty of this will be charged ₹500 as penalty.
- e. Guest or visitors are not permitted to stay in the hostel under any circumstances.
- f. No another student is allowed with hostler in room in any circumstances, if found then penalty will be charged ₹500.

19. Food (Mess):

- a. Vegetarian food is provided in the hostel which includes (a) Break-Fast, (b) Lunch, (c) High Tea in the evening, (d) Dinner and (e) Milk in the night.
- b. Food items are prepared & served as per menu decided in advance.
- c. All occupants have to take their meals in dining hall only on scheduled time. No room service is provided.
- d. Student not coming to dining hall in time may miss their food. Management will not be responsible for this. Therefore students are advised to be punctual for the meals.
- e. The use of mess utensils/crockery for personal use in rooms is strictly forbidden.
- f. Whether the student takes meals or not from hostel mess, the standard charges will be applicable in full.
- g. No food items are allowed in the room. However fruits, nuts, sprouts, biscuits and pre-packed bakery and confectionaries can be kept in rooms. Please note that consumption of such items should be in such a way that it should not affect cleanliness adversely.

20. Alcoholic drinks, smoking and non-veg food :

- a. Non vegetarian food, liquor, alcoholic drinks, outside food, cigarettes, gutkha etc. are strictly prohibited in hostel and campus.
- b. If student is found with liquor, alcohol, drugs, spirit, cigarettes, beedies, intoxicants and gutkas etc. will be rusticated immediately without refund of security deposit or money. Also a legal action will be taken against such student.

21. Behaviour, attitude and Discipline :

- a. Students are expected to maintain perfect discipline and proper atmosphere in the hostel, & inside and outside the campus.
- b. At all the time, general behavior must be polite, courteous and helping attitude towards all.
- c. Student must be modestly dressed.
- d. All kinds of shouting, noise and nuisance, violent knocking or any other act of movement or behaviour that is likely to cause disturbance of annoyance is strictly prohibited.
- e. Maltreating or abusing the co-students, hostel employees and staff is strictly prohibited. Any complaints against any student/staff should be reported to the administration without involving yourself into an argument.
- f. Teasing, maltreating or indulging in any sort of ragging on the newly admitted is strictly prohibited. Serious disciplinary action will be taken against the defaulting students. A legal action will also be taken against defaulters.
- g. No bribe/tip or bukhesheesh should be offered to any staff member & other etc.
- h. Any occupants disturbing the peace and routine of the hostel and/or found guilty of bad conduct or breaking rules and regulations is liable to be expelled on notice of 3 days and security deposit and advance rent paid shall be forfeited.
- i. Act/Deeds inside/outside hostel & campus: It should be noted that the hostel management would not be responsible for any act, deed, accident or mis-happening done by or caused to student inside/outside the hostel premises or campus.

22. General Guidelines

- a. Management of the hostel reserves the right to give admission. There is no compulsion on the Management for admitting any student.
- b. No Transaction without Receipt:
 - i. No cash shall be given to any staff. The administration will not be responsible in case any type of such dealing is done with any of the staff member.
 - ii. All kinds of transaction should be done only at Fee Deposition Counter and student should always take RECEIPT for any payment made.
- c. **Hostel Attendance:**
 - i. Students have to mark in & out entry in register kept at main gate every time they enter or leave hostel. (VERY IMPORTANT). This rule should be followed strictly and no concession will be given to any student under any circumstances.
 - ii. While going out of the campus occupant is required to take permission from warden/Student welfare cell & also has put in & out entry in Movement Register. If student is found to move outside the campus without permission, a strict disciplinary action will be taken against him/her and he/she may be rusticated without refund of security.
 - iii. Student should report back to the hostel premises latest by 9:30 PM in summers and 9:00 PM in winters (other than class timing). No student shall leave the hostel earlier than 5 AM on all days unless having prior permission from the warden.
 - iv. No boarder is allowed to stay outside the hostel after 9:30 PM. In case of emergency, prior permission of the hostel warden or student welfare superintendent is required for late entry. Parents must call to the hostel warden/ student welfare cell from their mobile/landline no. (Registered at the time of Administration).
 - v. Every day, night staff will conduct attendance after 10:30 PM.
- d. Students are not allowed to go to colleague room in night after 10:30 PM. For any assistance/problem they should contact duty warden. **If any student is found breaking this rule, he will be fined ₹250/- for the first time and shall be rusticated on repetitions.**
- e. **Post/Registered letter/ Courier etc.**
 - i. Any registered letter by post or courier may be received by hostel staff member but hostel will not take any responsibility for inner documents.
 - ii. All the students and their parents are informed that cash must not be sent by courier. Management will not be responsible for any loss or delay.
- f. Student must look up the hostel notice board once in a day, as important notices are put up there. Notice unread will not be considered as an excuse.
- g. TV facility in common room, Indoor Sports Facilities etc are complimentary and Management can withdraw these any time in the large interest of the students.

- h. Celebration of Birthday and other festivals in hostel premises is strictly prohibited. Student may celebrate the same in Celebration Zone in the campus.
- i. No outsider, like vendors, tailors will be allowed to enter in room/hostel.
- j. Students are advised not to keep ornaments, huge amount of cash and other valuables with them.
- k. Hostel administration is not responsible for any loss or theft done by other occupant, friend, co-residents, or staff in the hostel and advises occupant to lock the room, cupboards while going out.
- l. Hostel administration will not be responsible for any loss of bicycle, cash, or valuables any other loss/ dispute/ food poisoning / suicide / accident / absconding / mishap / natural calamities (earth quake, flood/lightening) inside or outside the hostel premises or campus.
- m. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel and a student found guilty of having committed a breach of this rule shall be rusticated from the hostel without refund of security and legal action will also be taken against student.
- n. All complaints, cases of illness and other related matters should be reported to the hostel warden/student welfare cell immediately.
- o. Every student and his/her guardian must have a copy of the rules to acquaint themselves with all the rules and regulations of the hostel & campus. Student must observe these rules strictly. Ignorance of rules will not be considered as an excuse.
- p. Defaulters will be asked to vacate the room before any pre-warnings and security deposit will be forfeited by the hostel management.
- q. In all matters concerning the hostel administration, the decision of Management will be final.
- r. Hostel management reserves the right to change/make/ amend the rules and regulations at its discretion without any prior notice
- s. All legal disputes are subject to Kota (Rajasthan) Jurisdiction only.