

RULES FOR ADMISSION TO GIRLS HOSTEL :

- 1) Duration of the hostel facility will be same to that of the complete session of the institute i.e. from commencement of college up to the end of final examination of the year.
- 2) The provisional admissions granted to the students will be final after the selection in interview conducted by concern authority & on payment of full fees.
- 3) Admission once confirm on payment of full fees can not be cancelled for any reason in the mid-term and as such no refund will be given.
- 4) If the student wants to continue the hostel even after the end of the term (15th May) may be permitted with the permission of concern authority for which additional charges will have to pay by the student.
- 5) The caution money deposit will be refunded after obtaining the NOC from the hostel in-charge at the end of the session on deduction of the dues pending if any.
- 6) During short vacations mess facility may not be extended, for such period one has to make is own boarding arrangements, for such stay during vacation may be intimated to hostel authorities.
- 7) The students on vacation (Diwali vacation) will have to handover the charge of their rooms to the warden for maintenance purposes.
- 8) The student's wants to have night out should obtain the prior permission of the warden with intimation to their guardians. Non abeyance same shall be subject to disciplinary action is punishable.
- 9) Any sort of immoral act, disobedience, violation of regulation, misbehavior will be constrained to immediate dismissal from the hostel and its premises.
- 10) It is necessary to have institute identity card during the stay in the hostel & its premises.
- 11) Any costly and valuable material such as hard cash, ATM cards, credit cards, ornaments & other belonging of the students residing at hostel will be at the risk of his/her own. For the security of such belongings will not be a responsibility of the hostel management.
- 12) The absolute discipline, silence & cleanliness should be observed in mess, common room, corridor of the hostel & its premises.
- 13) Hosteller indulging in ragging activity of any sort within or outside the hostel premises will be punished as per exiting rules.
- 14) Taking food from the mess to the rooms & handing over the keys to the colleagues is not permitted for any reason.

- 15) Reasonable use of electricity, water & any other commodity should be observed strictly.
- 16) For the loss of any article from the room such as laptop & any other belongings must be informed to the hostel warden.
- 17) The student is responsible for the furniture allotted in the room such as chair, table, cot, Elmira, mattresses etc. any damage or loss of the same will be recovered from the student occupying the room.
- 18) The student owning some vehicle parking in hostel premises will be fully responsible for any kind of loss or damage to the vehicle.
- 19) An additional charges will have to be paid for extra usage of electricity towards electric heater, dryer, electric iron etc. The same should be use with the permission of hostel warden.
- 20) The mess facility is extended for the students which is compulsory. The timings for breakfast and tea, lunch & dinner may be observed strictly. The mess charges will be fixed by the Hostel Management. Bringing non-veg food & eggs in the hostel premises is not permitted.
- 21) No private celebration will be allowed in the hostel & its premises without prior permission of hostel warden.
- 22) In case of any health problems, accidents etc may be immediately informed to the hostel authority to enable them to extent medical facility & ambulance etc.
- 23) Parents, relatives & friends visiting to the hostel may be informed to the warden well in advance so that, their meeting can be arranged comfortably.
- 24) The room once allotted by the warden to the students, will not be allowed to change the room except with the permission of warden.
- 25) Hostel inmates are not allowed to transfer the furniture from one room to another room without the consent of the hostel warden.
- 26) The students should switch off the lights and fans when they go out and close the room.
- 27) The students should close the windows; water taps etc when they go out and close the room.
- 28) Use of electrical appliances and cooking in the rooms are strictly prohibited.
- 29) No one should use the belongings of other students without their consent.
- 30) Employment of private servant is not allowed in the hostel.
- 31) Warden/authority reserves the right to make surprise checks of the rooms and belongings of the students without any prior notice.

- 32) At the time the students are expected to refrain from making any noise, likely to disturb the studies of other students. They are expected to be in their own rooms by 9 to 9.30 p.m.
- 33) All the students should remain present for roll call at the time as decided by the warden.
- 34) Hostel prefect from among the senior students in the hostel shall be appointed in the beginning of the session, who will basically be responsible for discipline among the students & will be helpful in need of the students like health problem etc. In the absence of warden she may take the suitable decision which will be befitting to the situation. All the students of the hostel should give the full cooperation.
- 35) For any grievance / complaint / facility / suggestion the hostel management is humble and proactive. However the decision of the hostel management will be final on any issue.

Competent Authority for Hostel Management
Raisoni Group of Institutions