



**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**

# **RULES & REGULATIONS**

## **HOSTEL**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**





## HOSTEL RULES AND REGULATIONS

The Institute provides hostel facility for men and women. Application forms for admission to the hostel are to be submitted at the time of admission. Both the Ladies and Men's Hostel function in the institute campus. Hostels are run on the principles of love, discipline, honour and service. The rules and regulations are planned to help young men and women to become mature and responsible citizens, able to use freedom and practice self-discipline.

### 1. Management of the Hostel

- ✓ The Men's and Ladies Hostels are under the direct control of the Chief Warden who is the Principal and the immediate management of the Rector / Wardens.
- ✓ The Wardens are in-charge of each hostel along with a Steward/ Matron.
- ✓ The Management/ Chief Warden reserves the right to terminate the period of residence of a student for reasons of a serious nature.

### 2. Admission Procedure

- ✓ The Hostel Application Form can be obtained from the SIAS office or downloaded from our website [www.sias.edu.in](http://www.sias.edu.in)
- ✓ Students seeking admission to the hostel must submit the Hostel Application Form along with the College Application Form at the time of admission. Incomplete applications will be rejected.
- ✓ Admission to the hostel will be based on the availability of seats.
- ✓ Every student has to sign a declaration that he/she will adhere to the rules and regulations of the hostel.
- ✓ Once the admission is confirmed and the fee remitted, the student must submit the photocopy of the application to the Warden to occupy the hostel.
- ✓ The students should vacate the hostel at the end of each academic year and admission to the hostel every year will depend on the decision of the Chief Warden and report from the Hostel Warden.



- ✓ Any student wishing to leave the hostel during the year must produce an official letter from the parent.
- ✓ Students are expected to bring their own requirements like bed sheet, bedspread, blanket, tablecloth, bucket, mug etc.

### 3. Allotment of Rooms

- ✓ Combined Rooms (4 Bed)
- ✓ Double Rooms (2 Bed)
- ✓ All rooms are allotted on first come first served basis at the discretion of the Warden and are liable to be changed at any time. The student does not have the right to shift the room without the prior permission of the Warden.
- ✓ Handicapped persons /victims of accident are given priority while allotting rooms.
- ✓ Furniture should not be misplaced or shifted from the rooms.

### 4. Fee Structure

- ✓ The following fees must be paid on admission to the hostel
  - Admission Fee : Rs.500/-
  - Hostel Caution Deposit : Rs.2000/-
  - Mess Caution Deposit : Rs.2000/-
  - Hostel Fees : I Term Fee (Combined/Double Room)
- ✓ The Hostel Fees must be paid in Three Instalments by the 10th of every Term (June, October and January.)
- ✓ The hostel fee is subject to revision every year.
- ✓ All the fees are to be remitted at the Institute office.
- ✓ If the student fails to remit the fees on the appointed day, he/she forfeits her right to use the facility automatically.
- ✓ No deduction or refund will be made in the residential charges for any absence.



## 5. Discipline in the hostel

- ✓ Any student who due to ill health or any other reason is unable to attend class must obtain permission from the Warden.
- ✓ The Chief Warden has the power to act on the reports submitted by the Warden or Matron or on his own personal conviction with regard to all matters concerning hostels.
- ✓ Students shall strictly adhere to directions given by the Warden/Hostel-In-Charge/Matron in respect of their conduct inside and outside the hostel.
- ✓ Students who have to stay away from the hostel for academic purposes shall get written permission of their parents or guardians in advance.
- ✓ Any student, who wishes to leave the hostel temporarily or otherwise, should obtain the permission of Warden in writing.
- ✓ **Study time is from 6 am to 7.30 am and 8.30 pm to 10.30 pm.** Silence should be observed during this time.
- ✓ Students should abstain from singing aloud, shouting or making noise during study time as it distracts the others who are studying.
- ✓ The students are advised not to keep large amount of cash or valuables in the room and are expected to keep their belonging secure. The students are responsible for the safety of his/her belongings in the hostel.
- ✓ The students are expected to keep the hostel property intact and any damage/breakage to the property shall be paid for by the students of the room/block and disciplinary action will also be initiated. The students are forbidden from nailing, writing graffiti and defacing the walls. Posters and stickers are not to be pasted on the walls.
- ✓ The students are not permitted to bring any furniture to the hostel.
- ✓ Cooking is strictly forbidden in the hostel rooms.
- ✓ **Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels.**
- ✓ Senior students are not allowed to enter the rooms of junior students.



- ✓ The students are not allowed to sleep in rooms other than their own rooms.
- ✓ **Combustible materials such as gasoline, paint thinner and oil lamps are not permitted inside the hostel.**
- ✓ Students must switch off all lights and fans, and electrical appliances before leaving their rooms. Water taps are to be closed properly after use.
- ✓ The Chief Warden /Rector / Warden or his representative/Disciplinary Committee member may enter the hostel room for verification at any time.
- ✓ Use of any domestic electric appliance is not permitted. If any electric appliance is found in any of the rooms it will be confiscated and disciplinary action initiated.
- ✓ All complaints regarding repairs/maintenance of the hostel must be registered in the Register maintained by the Warden.
- ✓ If a student falls ill during the day they may visit the Doctor with the permission of the Warden. In case of medical emergencies during night time conveyance may be provided.
- ✓ Mobile phones are not to be used after 10.30 pm.
- ✓ All lights are to be switched off at 11.00 pm.
- ✓ Students must strictly follow the timings of TV/Common Rooms/Reading Rooms.
- ✓ Students are expected to keep their rooms/washrooms and hostel premises neat and clean.
- ✓ Parties, social or political gatherings are not allowed in the hostel without the written permission of the Chief Warden.
- ✓ Day scholars are not allowed inside the hostel.
- ✓ Visiting time is from **4 pm to 6 pm** on Wednesdays and Saturdays. Outside these hours the student will not be called to the visitors lounge except under exceptional circumstances, with the permission of the Warden.
- ✓ Visitors are not allowed to enter the hostel except with the permission of the Warden. Visitors are not to call students directly from the hostel. They must ask for students at the hostel reception.
- ✓ Students shall not receive or entertain guests without the prior consent of the Warden.



- ✓ Students must return to the hostel after the term holidays on the appointed day.
- ✓ Visitors must provide all the details in the register available at the hostel gate with the security guard.
- ✓ Serious misconduct shall invite severe punishment including expulsion from the hostel and later dismissal from the Institute.
- ✓ The students who are expelled from the hostel will not be granted readmission under any circumstances.

## 6. Timings

- ✓ The students are advised to follow the timings given in the table below:

Men's Hostel		Ladies Hostel
Door Open	5.00 am	5.00 am
Study Time	6.00 am to 7.30 am 8.30 pm to 10.30 pm	6.00 am to 7.30 am 8.30 pm to 10.30 pm
Visitors Time	4.00 pm - 6.00 pm (Wednesdays & Saturdays)	4.00 pm - 6.00 pm (Wednesdays & Saturdays)
Door Close	6.00 pm	6.00 pm

## 7. Outings from Hostel

- ✓ No student is allowed to go for outings except with the permission of the Warden.
- ✓ Each student must personally sign in the Outing Register maintained at the entrance before leaving the hostel and immediately on return. Violation of this rule will entail forfeiture of this privilege.
- ✓ The students should return to the Men's Hostel and Ladies Hostel latest by 6 pm before the Main Door is closed.
- ✓ Students returning to the hostel after the specified time should record their name in the hostel register indicating reason(s) for their late coming.



- ✓ The students shall not leave the hostel premises at night after 6 pm and stay away from the room at night. In the event of any unavoidable circumstances they shall seek special written permission of the Warden.
- ✓ Special permission should be obtained for NSS, field work, project work and other urgent business with the bank, passport office etc.
- ✓ Students are to collect the Outing Pass or Weekend Pass from the Warden before leaving the hostel.

## 8. Meal / Mess

- ✓ The Hostel will provide non-vegetarian and vegetarian meals.
- ✓ Mess committees' function in the hostel to assist in running the mess.
- ✓ Reduction will not be made in the mess charges for any short absence. However approved absence exceeding 10 continuous days and above will be considered. Application requesting for mess reduction will have to be submitted to the Warden in advance to avail reduction.
- ✓ The meal timings are as follows:

Mess Timings	Ladies Hostel	Men's Hostel
Breakfast	8.00 am to 9.00 am	8.00 am to 9.00 am
Lunch	12.30 pm to 1.15 pm	12.30 pm to 1.15 pm
Tea	3.45 pm to 4.45 pm	3.45 pm to 4.45 pm
Dinner	7.30 pm to 8.30 pm	7.30 pm to 8.30 pm

- ✓ The dining room will remain closed outside these hours.

## 9. Transport

- ✓ Students who wish to avail the transport facility are to register their names at the time of admission or at the Accounts office to avail the facility



- ✓ Those students who are found using the facility without registering their names will be liable to pay a fine.
- ✓ The Bus Fare is to be paid by the 10th of every term in June, October and January.

### **Ragging (To be displayed in Hostel Notice Board)**

Ragging in all its forms is totally banned in the premises of the Hostel. Any student found indulging in Ragging will be expelled. As per University Grants Commission Letter No. F1-16/2007 (CPP-II), dated April, 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009, the students are advised to take note of the following:

As per the orders of Hon'ble Supreme Court of India : “Ragging” means “Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”