



# राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

## Rajiv Gandhi Institute of Petroleum Technology

(An Institution of National Importance established under an Act of Parliament)

Jais, Amethi- 229304, UP, India. Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

### HOSTEL OFFICE

#### HOSTEL RULES & REGULATIONS

##### HOSTEL ACCOMMODATION

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi is a fully residential Institute and all registered students are required to reside in the hostels. The Hostel provides an ideal place with a disciplined, healthy and congenial atmosphere for peaceful stay and study. To the residents, it is a home away from home, hence they should consider themselves as belonging to one family and treat one another in a friendly and courteous manner. Each room will be shared by two students and is furnished with beds, study tables, chairs, almirah, tube lights, ceiling fan and electrical sockets for using laptops and charging cell phones. Stay in the hostel is governed by a set of rules given below:

1. **Ragging** - Ragging is a cognizable offense (offense for which the police can arrest the offender without warrant). ***Our motto is: Zero Tolerance to Ragging!*** A firm NO to ragging in any form!! If found guilty of ragging, action will be taken as per the law of the land and the punishment may include expulsion from the institute.
2. **Allotment of Room/ Furniture** - Allotment of the room, furniture etc. will be entirely at the discretion of the RGIPT and no complaint in this regard will be entertained.
3. **Mess Rules – MESS IS COMPULSORY FOR ALL THE HOSTELLERS.** The Students should pay their fees towards hostel and messing charges timely.
4. **Use of intoxicants** - Smoking, consumption of alcoholic drinks/ intoxicants/ drugs inside or outside the hostel premises is strictly prohibited. Any violation will invoke rustication from the hostel and even from the Institute.
5. **Student Timings –**
  - a) Every student must return to campus by 08:00 PM. If he/she has to stay out after the said timing owing to any special reason, he/she must obtain prior permission from the warden in written.
  - b) Every student should record his/her entry and exit at the Institute gate.
6. **Use of Electrical Appliances** - Use of heaters, coolers, iron, heating rods, induction cooktop and other electrical items are not permitted. If found using the same disciplinary action will be taken.
7. **Maintenance and upkeep –**
  - a) Maintenance of hostel property is the collective responsibility of the residents of the hostel. If a room is damaged or its furnishings are damaged/lost, the residents are financially responsible. Deliberate destruction of hostel property will attract penalty ranging from fine to expulsion from hostel.
  - b) Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to conserve electricity consumption.
  - c) No poster etc. should be put up anywhere, either in rooms or lobbies. Spoiling the walls/hostel property by any means is strictly prohibited. Deposit of the



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students who have found spoiling the hostel property by any means will be forfeited.

- d) Every student shall keep the room allotted to him neat and clean. He/she shall take proper care of the furniture and fixtures handed over to him/her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of the student.
- e) Every students of the said flat/room will be held responsible for any broken items in flat/room and all are required to contribute for its repair. No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden.
- f) Students must pay all dues and hand over the charges of rooms and other materials in satisfactory condition before relinquishing the hostel.
- g) Students should not drive nails. Screws etc. In to the wall or doors. No repair shall be done by the student themselves. They should approach the Hostel Manager who will arrange for repairs.
- h) Charges for any damages to the property as well as to the furniture fixtures caused by a student / student's negligence will be recovered from the student/students staying in the same room/flat.
- i) Students are not allowed to play any kind of games inside the room.

### 8. Noise Levels -

- a) No music system is allowed in hostel rooms/flats. Any complaint (indecent behavior/noisy) form the neighbors/society will result in sever action.
- b) No nuisance of any kind shall be made at any time in the hostel premises, like playing loud music/games etc.

### 9. Resident Property -

The hostel authorities don't hold themselves responsible for the custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They shouldn't leave the key anywhere around.

### 10. Illness Case -

- a) Every case of illness and accident must be reported immediately to the Hostel office/ Hostel Warden, RGIPT.
- b) Students suffering from any contagious disease will not be allowed to stay in the hostel. The decision of the Warden in this regard will be final and binding.
- c) Transportation facility in medical case will be provided only when referred by the institute doctor/consultant.

### 11. Use of vehicles - Use of powered vehicles (two wheelers and cars) is prohibited. Powered vehicles brought to the hostels will be seized. Residents are encouraged to use bicycles. Bicycles should be parked only in the space provided for cycle parking in an orderly fashion, both at the academic and in the hostel premises.

### 12. Stay during semester break - The students are supposed to vacate the rooms on the day next to the last working day of each semester. Failure to do so will attract penalty. However, students who have to stay back for genuine reason will be permitted only on getting written permission from the concerned faculty



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supervisor or any other official and submitting the same to the hostel office in advance.

13. **Alterations** - The residents are not allowed to move any furniture from its pre-allotted place. Painting/scribbling on the walls, doors and windowpanes are not allowed. When the resident move out, the room must be returned in the state when it was allotted to the residents.

14. **Hostel Activities** -

- No function or celebrations shall be organized except with the written permission of the Hostel Warden, RGIPT.
- Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the hostel premises without the prior permission of the warden, RGIPT.

15. **Guests & Visitors** - Hostel is meant only for the use of bonafide student of that particular hostel. Visitors are not allowed to enter any room.

16. **Disputes/ Act of Indiscipline** -

- All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Hostel warden, RGIPT, who will take such action as may be necessary. No police complaint will be lodged by the students without intimation or prior permission from the RGIPT.
- If any student is found misbehaving and misconducting himself, he/she will be liable for disciplinary action including being expelled from the hostel immediately and the fees paid by him/her will be forfeited.
- Students will be penalized for any kind of indisciplinary/ uninstitutional activity in RGIPT buses during travel, as well as mess area, sports area and hostel canteen.

17. **Leave Rule** -

- Any outstation leave during semester days should be submitted to respective department and approval will be given by Dean of Academic Affairs. After due approval, gate pass will be issued from hostel office.

18. **Room Changes** - Request for change of room is not entertained normally. Under exceptional circumstances a resident may be reassigned a room, in the best interest of all residents.

19. **Tampering** - Any tampering with the network devices and other electronic devices installed in hostel and hostel premises or any disruption in the campus internet due to penetration to the network settings would be considered very seriously and would invite disciplinary actions.

20. **ID cards** - All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the Institute as well as hostel.



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21. **Arms & Weapons** - Students are not permitted to keep fire arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
22. **Mess Timings** - Students are required to observe the mess timings religiously. They will be denied entry and food beyond the prescribed timings.
23. **Visitor Timings** -
  - a) No guest or visitor of the inmate will be permitted to visit their rooms. Visitor and guests should be received in Visitor's room or Reception area only between 09:00 AM to 08:00 PM.
  - b) Overnight stay of the residents in a room not allotted to them is not permitted. Guest and visitors are not allowed to stay overnight and should leave by 8.00 PM.
24. **No Additional Facilities** -
  - a) No additional facilities like Telephone, T.V., Magazine, Newspaper etc. are permitted in the hostel, if used by students, they shall be discontinued without given any notice and disciplinary action will be taken against the student involved.
  - b) No student shall use the service of hostel servant for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
25. **Movement of students** - Female members in the boys hostel and male members in the girls hostel are not allowed to visit or stay in the rooms of the student.
26. **No Dues** - No dues from the hostel will be given one day before leaving the hostel.

I have read all the Rules and Regulations of the hostel as given above and hereby agree to abide them and any other rules and regulations of the Hostel which may be introduce from time to time. I am liable for strict disciplinary action in case of any breach.

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(Signature of the Student)

Name:

Roll No.:

Date:



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### **HOSTEL OFFICE**

#### **Declaration by the Parents/Guardian**

I.....parent/guardian of .....hereby declare that:

1. My son/daughter will follow the rules and regulation of the Institute hostel system.
2. I will be fully responsible for the conduct and behaviour of my son/daughter during his/her stay in the hostel and he/she will not be involved in any act which comes under indiscipline. If he/she is found to be involved/indulged in any such activities, then as per University norms, the disciplinary action will be taken against him/her.
3. In case of the medical needs of my son/daughter I fully authorize the Hostel/Institute authorities to take appropriate decision and act accordingly. I will not raise any objection on the decision taken by authorities. In case of any expenses incurred for providing medical facilities to my son/daughter, I will make full payment immediately. Also I commit that me or any authorized person by me will reach to the hostel to take charge of my son/daughter within 24 hours from the intimation of any medical issue related to my son/daughter. If I don't attend my son/daughter without assigning cogent reasons, I will be fully responsible for his/her health condition/consequences/situation.
4. I have read hostel rules and take personal responsibility to see that the undertaking given by my ward regarding ragging and maintaining overall discipline in the hostel will be honored in all respect during his entire period of stay in hostel of RGIPT, Jais, Amethi.
5. I have seen the facilities existing in the hostel/institute and will not expect or demand any special facility for my ward in the hostel.
6. I will be fully responsible for the whereabouts of my son/daughter during the weekends when he/she will go out from the hostel for academic/non-academic purposes as well as whenever he/she will be visiting home. I assure that in both cases, he/she will maintain hostel timings. In case, any mishaps happen to him/her, I will be solely responsible for his/her activities/ situations/consequences.
7. My ward will not indulge in any kind of Ragging activity and indiscipline.

**Further, I will not allow my ward to bring and keep any car/motor-cycle/scooter/motor vehicle.**

#### **Signature**

Name of the Parent/Guardian.....

Phone/Mobile No.....

Place.....

Date.....



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### **HOSTEL OFFICE**

#### **Declaration by the STUDENT**

I.....son/daughter of ..... declare that:

1. All the filled entries are correct & true.
2. I am not suffering from any serious/communicable/infectious disease.
3. I shall abide by the rules and regulations of the hostel from time to time.
4. I will behave decently with all wardens, office staffs and co-mates of the hostel.
5. I'll not get involved in any Union/Group/Forum formation in Hostel/Institute to challenge the RGIPT, Jais authority.
6. I'll not involve in any confrontation/fight/quarrel/indiscipline activity in the hostel and the institute.
7. I have not taken part in any activity subversive of law and have not been devoid by any University/Institution for seeking admission or appearing in examination. I also declare that I have never been devoid/rusticated/expelled by any University/Institution for being indulging in any unwanted/unlawful activity.
8. I shall pay the Accommodation charges, Mess Bill and other charges as per the specified dates. If I fail to do so, I will abide by the rules and regulations about penalty.
9. If I am found responsible for damage to hostel property, fine shall be recovered from me or from my caution money. In case if individual responsibility cannot be fixed, then collective fine may be imposed on me by the Institute.
10. I also understand that if I am found guilty of misconduct/misbehaviour/indiscipline, I will be expelled immediately without prior intimation from hostel and will be responsible for any action taken by Institute authority and that will be binding on me.
11. I shall never indulge myself directly or indirectly in any type of ragging activity.
12. I declare that I have gone through all the regulation, rules and procedures for the admission in university hostel and as applicable from time to time I shall abide by all such regulation, rules and procedures.

#### **Signature of Student**

Name:.....

Roll No. .....

Mobile No. ....

Place.....

Date.....