## **RAGHU ENGINEERING COLLEGE**

## **Hostel Policy**



Campus : Dakamarri, Bheemunipatnam Mandal, Visakhapatnam

**District – 531162 (AP)** 

Corporate office: 10-5-2/1, Ramnagar, Visakhapatnam-530002 (AP)

# HOSTEL RULES & REGULATIONS







### **RAGHU EDUCATIONAL INSTITUTIONS**

Dakamarri, Bheemunipatnam Mandal, Visakhapatnam District - 531 162 (A.P)

#### RAGHU EDUCATIONAL INSTITUTIONS

#### **Rules & Regulations for Hostel Residents**

All existing and the newly admitted students should read **ALL** the points carefully, before applying / check-in to Hostel accommodation at the start of every academic year. In case of any doubt, get them clarified from any of the Wardens. Violation of any of the rules stating ignorance will not be accepted and will attract disciplinary action.

All pages of this document are to be signed by the Student and his / her parent(s) and submitted before room allotment. Rooms shall be allotted on production of receipt of hostel and mess fee paid.

Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of suitable space, based on adherence of rules contained in this document.

Provision of hostel accommodation at the time of admission doesn't ensure its continuation in the subsequent years. The student has to apply every year for reallotment of hostel accommodation in the prefixed Proforma. Re-allotment shall be on the basis of academic performance and other conditions as specified by the concerned authority.

#### 1.0 CODE OF CONDUCT

- **1.1** Must be willing to obey all the rules and regulations of the hostel as prescribed from time to time Hostel Rules & Regulations.
- **1.2** All residents are expected to be in the hostel before 8.00p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she must take prior permission from the appropriate Warden.
- **1.3** Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose.
- **1.4** Hostel administration prepares an inventory for each room. All the residents should sign the completed inventory form in the presence of Hostel Administration.
- **1.5** In case of damage to or loss of hostel property the cost will be recovered from the students responsible if identified, or from all the students of the hostel, as decided by the Hostel Management.
- **1.6** Students should enter and leave the hostel buildings only through designated paths / entrances in the campus.
- **1.7** Scribbling/Scratching on the walls, breaking, touching the CCTV cameras and damaging property of the Hostel/Institute will be viewed seriously and shall invite penalty & disciplinary action against the violators/defaulters.
- **1.8** Student's acts such as using abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. are punishable. Further, the students are liable to be expelled from the hostel/Institute.
- **1.9** No student shall bring or store any firearm, ammunition, explosive and inflammable materials in the premises of the hostel.

- 1.10 Students are not allowed to take common room's newspapers/magazines to their room at any time.
- 1.11 Sticking/hanging of posters (God/any other), writings, wall chalking, wall painting, writing slogans of any kind or defacing the hostel complex in any form is totally banned. Any disfigurement of the common areas such as bathrooms, staircase, common room, dining spaces etc., cost of repair / re-paint shall be borne by the occupants of that room or corridor, as per the decision of the Chief Warden/Warden(s).
- 1.12 Any mental or physical torture to any student by any other student in any form in the name of "ragging" will result not only in police/legal action, but also removal/rustication of the student from the Institution within 72 hours of the incident. Orders issued through judgments of the High Court and Hon'ble Supreme Court is very clear on the issue of RAGGING. Student must sign an undertaking regarding compliance with all college rules and understand that there will be NO leniency for acts of ragging.
- 1.13 Smoking, use of tobacco, gutka, pan masala, alcohol, drugs etc will not be permitted in the entire campus. Any student violating these norms will not only be removed from the Hostel, but will also be expelled from the campus immediately. Students who do not wish to comply with the norms need not join. Parents/wards of the students are requested to kindly note that no explanation, excuse, influence will be accepted in case any student is found violating these norms and rules noted here.
- 1.14 All students are expected to be properly dressed before moving out from the hostel premises. Decent and dignified dressing will reflect your personality and is a mark of respect to this august place of learning. Any violation will be considered as an act of indiscipline.
- 1.15 Male residents are not allowed in the Ladies' Hostel and vice versa.
- 1.16 To ensure the security of students, close circuit cameras and TVs are being installed in the hostel complex for common rooms and public areas including one in the entrance lobby, waiting hall etc. These cameras will not disturb individual privacy.
- 1.17 Residents are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by them in the local branch of any bank or lockers. The Hostel authorities do not hold themselves responsible for any loss of private property belonging to residents.

#### 2.0 UPKEEPMENT OF HOSTEL

- 2.1 Rooms are allotted to each student on his/her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment.
- 2.2 Students should not throw litter indiscriminately and should not use non-biodegradable items, such as carry bags. Students in each room should maintain a dust bin. Rooms must be self cleaned by student's everyday in the morning and keep the dust bin outside their room so that the cleaning people can clear the dust from the dust bin between 10am and 11am in the morning.
- 2.3 Students should not stamp the walls in the corridors with their feet. If any corridor walls are found dirty, they will be repaired and painted and the cost will be distributed among all the students in the respective floor.

- 2.4 All air-conditioners, fans, lights and electrical appliances must be switched off when the resident is not in the room/respective area. A penalty will be imposed for failure to comply.
- 2.5 Cooking is strictly banned inside the Hostel premises. A penalty will be imposed on residents found cooking in the unit.
- 2.6 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the students.
- 2.7 Handymen and supervisors may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Management. However every effort will be made to respect the privacy and dignity of the residents.
- 2.8 The Hostel Management reserves the right to move residents to other hostel units if there is a necessity.
- 2.9 The Hostel Management reserves the right to move residents of one room to another in the same hostel if there is a necessity.
- 2.10 The Hostel Management reserves the right to separate the residents of one room and move them to different rooms in the hostel if there is a necessity.
- 2.11 It is not necessary that the inmates of one room in one year will be allotted one room together during the next year.
- 2.12 Students may not be getting the same room allotted every year. The rights are reserved with the hostel management.
- 2.13 Residents staying in rooms with balcony are strictly not allowed to store personal belongings on the balcony/corridors. For safety reasons, residents are not allowed to play around the balcony/corridors. All items stored in the balcony/corridors will be confiscated.
- 2.14 Residents should not dry their clothes on the windows & doors and in the corridors or other common areas. Students of each room together should buy a stand for drying their clothes. The stand should be placed only in their room and should not be placed in the corridor or anywhere outside their room. For the sake of drying their clothes students should not switch on the fans. Usage of iron boxes is strictly prohibited. Students should make use of the services of 'Dhobi' for washing their clothes.
- 2.15 Attendance will be closely monitored and students should cooperate with hostel management when they come for room visits to take the attendance.

#### 3.0 <u>VISITORS/GUESTS</u>

- 3.1 Parents/Guardians are permitted to visit their wards but not the individual rooms during the following visiting hours: Weekdays 05.30 pm to 07.00 pm Weekends and Public Holidays 10.00 am to 08.00 pm Parents may be granted permission from warden to stay with their ward for extra time. Such permission is to be obtained from warden with prior intimation over mail/letter. Instant permissions are not allowed. During regular working days, parents are not allowed to take their wards out of the campus.
- 3.2 All visitors to the hostel including the parents/guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. (Please note: Guardians should register their identity with the institutional authorities during admission with the consent of the ward's parent).
- 3.3 It is the duty of the resident to inform visitor(s) of the visiting hours and to advise them to leave no later than 07.00 pm on week days and 8.00 pm on Sundays & holidays. Residents found in the company of their visitor/s, including family

members, relatives, friends and/or any non-resident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.

3.4 No visitors will be permitted to stay overnight in the hostel premises.

3.5 Parents or guardians can meet the students only in the meeting room and are not allowed into the student rooms. However when they want to make use of guest rooms or stay overnight, they can do it by paying the prescribed charge.

#### 4.0 <u>USE OF APPLIANCES</u>

- 4.1 The use of electrical appliances such as water heaters, electric stoves/room heaters/electric iron are banned in any of the rooms. Such appliances, if found will be confiscated and a minimum fine of Rs.500/- will be imposed.
- 4.2 The power sockets in the rooms can be used only for charging the mobiles and laptops of the students. Their usage for any other purpose is strictly prohibited and punishable.
- 4.3 The students should not screen pirated / unauthorized / unlicensed movies on their computers or in common rooms. Any violation will be dealt with severely.
- 4.4 Activities of any nature like playing loud music which may cause disturbance to the roommates or neighbours should not be carried out in the hostel rooms.

#### 5.0 COLLECTIVE RESPONSIBILITY

- 5.1 Residents are duty bound to report to the Warden any unwanted incident or undesirable activity going on in the hostel.
- 5.2 Students should not arrange any functions or meeting within the hostel or outside without specific permission of the concerned authorities.
- 5.3 Students should not arrange for any picnic outside without specific permission of the Warden.
- 5.4 Any case of theft should be reported promptly to the Warden.
- 5.5 The jurisdiction of college is confined to the campus. If students create law and order problems outside the campus, College is NOT answerable to the police or other any other authority. Students are solely responsible for their behavior.
- 5.6 The cost of accommodation may vary from time to time as per the commodity rates. The hostel fee details can be obtained from the hostel administration. The fees are confined to a single person and cover the whole academic year. Hostel bill cannot be raised on a daily basis. All damage and breakages shall be at the expense of the student and separate payment will be required.
- 5.7 Every room must have a dust bin, broom, dust pan, laundry basket and cloth drying stand which can be purchased from the stores provided in the Hostel.

#### 6.0 MESS RULES

- 6.1 Strict discipline should be maintained in the dining hall.
- 6.2 Day scholars cannot be entertained as guests in the mess.
- 6.3 Residents may entertain their parents as guests on a PAYMENT BASIS with prior information to the warden.
- 6.4 A system of self service will be followed in the mess.
- 6.5 Food will not be served in rooms and residents are not allowed to take food to their rooms. If a resident is ill, the warden will make suitable arrangements.

- 6.6 Residents should not enter the kitchen.
- 6.7 Students should not waste food. Waste such as this is not socially conscious behaviour and is not acceptable to the college.
- 6.8 In case of sudden illness, information on leaving the mess should be made available to the Warden immediately.
- 6.9 After eating food, diners shall leave the cup, plate, waste food etc., in the designated bins.
- 6.10 Wasting food intentionally is a punishable offence.
- 6.11 Food will not be served during college working hours

Food will be served at the following timings:-

Breakfast

07.30 am to 08.15 am

Lunch

11.30 pm to 01.30 pm

Snacks

04.30 pm to 05.00 pm

Dinner

07.30 pm to 08.30 pm

The mess timings are subjected to change as per the season and class timings. Within the prescribed mess timings, if a subdivision is made for students of different years, they need to strictly follow the timings.

#### 7.0 SECURITY AND SAFETY

- 7.1 The Warden shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and/or their visitors or any personal injuries suffered by the residents or their visitors/guests however caused.
- 7.2 Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom. Residents found violating the rule will be evicted.
- 7.3 Any resident who finds his/her roommate(s) missing for more than 24 hours must report to the Hostel Warden immediately. This is to enable the Warden to take immediate action if any untoward incident had taken place. Your cooperation is required to ensure the safety and security of all, and any unexplained absence must be reported.

COLLEGE \* TO THE WANTER AUTOMOTION OF A TOWN WHITE WAS A

PRINCIPAL
PRINCIPAL
Raghu Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST.