

## Rooms

1. Residents of the hostel shall be provided rooms on minimum twin-sharing basis. Rooms once allotted cannot be changed without prior approval of the Warden.
2. Residents are expected to keep their rooms and surroundings neat and tidy. They are responsible for the care and maintenance of their rooms and furniture provided to them.
3. Residents are not supposed to disfigure the walls. No additional nails are to be fixed on the walls or furniture. Any violation will invite a penalty of Rs. 1000/-
4. No furniture can be removed from the room. Residents will have to return the allotted walls or furniture in good condition.
5. No additional furniture can be brought into the hostel without prior permission of the Warden. Residents will be charged for all damages/losses cause individually or collectively.
6. Lights and fans should be switched off while leaving the rooms.
7. Electric kettles and hot plates are not allowed in the room. Anyone found using such appliances will be liable for disciplinary action, including a fine and cancellation of her seat in the hostel.
8. Residents can bring their own laptops. They will be responsible for their safety.
9. The electricity bill, if found more than the regular amount collected, shall be borne equally by all the residents.
10. No cooking or ironing is allowed in the rooms.
11. Residents are not allowed to remove the kitchen utensils, crockery and cutlery from the dining hall under any circumstances.
12. Residents are advised not to bring jewellery or keep large sums of money in their rooms. The hostel authorities will not be responsible for any loss.
13. No loud music is allowed inside the hostel and college campus.
14. Residents must maintain proper decorum in the hostel. As a rule, residents should not carry on any activity in the room which would cause disturbance to roommates or the other residents.
15. Residents are required to behave properly with members or members of the hostel and college staff and their fellow residents.
16. Residents must maintain silence in the corridors.
17. Consumption of tobacco related products, alcoholic drinks, drugs, etc. is strictly prohibited in the hostel. Any one indulging in the above activities will be liable for disciplinary action, including expulsion from the hostel.
18. Detection of others' property in the room may result in disciplinary action.
19. Any vandalism will attract strict punitive action.
20. Residents are expected to appreciate the time and money spent in the maintenance of the lawns and gardens. Misuse of the lawns such as causing damage to plants and trees and littering will invite disciplinary action.
21. No resident shall engage any outsider for service of any kind.
22. The Warden / Principal can, without prior notification, change / open / check the room allotted to a resident. Non-compliance of order in this regard is to be treated as a serious breach of the discipline inviting penal action. Any attempt leading to any damage to hostel property / building or image of the institution shall be treated as an act of gross indiscipline inviting penal action, including fine as well as cancellation of seat.
23. Since it is a privilege to gain admission to the girls' hostel, residents are expected to maintain excellence in academics. Further they are expected to attend all lectures, tutorials, tests, seminars and examinations. Shortage in attendance and poor academic performance will be viewed seriously.

Every resident who is present in the hostel premises should get herself marked present in the attendance register. Daily attendance has to be signed during evening i.e. from 7.00 p.m. to 7.20 p.m. All residents must be present unless prior leave has been granted. The attendance should be marked sharp as per direction by the Warden.

No resident is allowed to go outside the hostel after 7.00 p.m. without prior permission. Violation of this rule could lead to strict disciplinary action, including suspension from the hostel.

Local Outing Timings –

Winter Timing (October-March): 7.00 a.m. to 6.30 p.m.

Summer Timing (April-September): 6.30 a.m. to 7.00 p.m.

### Common Room

1. Common Room is for use by the residents only.
2. Residents should not move out of the furniture of the common room to any other place in the hostel. A fine will be imposed for violations.
3. An atmosphere of dignity, decorum and cordiality and friendliness is to be maintained while using common spaces.

### Mess

1. Resident creating too much noise in dining hall will be fined.
2. Residents are required to be punctual for meals.
3. Residents are expected to come properly attired to the dining hall.
4. Residents must eat in the dining hall. Residents may be allowed to have their meal in their rooms only with the prior permission of the Warden.
5. Residents expecting to have meals out should indicate these 24 hours in advance in a register kept for this purpose.
6. Utensils will not be allowed to be taken out of the kitchen/dining hall.
7. Late breakfast and dinner are not allowed. Late lunch will be kept only for those residents who are delayed due to their classes. This facility is possible only after prior approval of the Warden.
8. Residents may entertain a guest for meals in the mess after buying a guest coupon from the office, which will be available during meals in the dining hall.
  - (a) Only women guests may be entertained in the women's dining room.
  - (b) This can be done only after a 12 hours prior notice and for authorized guests only.
  - (c) The Warden reserves the final say.
9. Residents are not permitted to enter the kitchen.
10. College shall not be responsible for any problem arising out of eatery from outside.
11. Meals will be served in the dining all the following timings:

	<b>Summer (March-October)</b>	<b>Winter (November-February)</b>
Breakfast	7.30 a.m. – 8.50 a.m.	7.30 a.m. – 8.50 p.m.
Lunch	12.40 p.m. – 3.00 p.m.	12.40 p.m. – 3.00 p.m.
Tea	5.15 p.m. – 6.15 p.m.	5.15 p.m. – 6.15 p.m.
Dinner	7.30 p.m. – 9.30 p.m.	7.30 p.m. – 9.00 p.m.

12. Meal timings will be strictly adhered to. Catering staff will not be expected to provide meals after the fixed timings.
13. Wastage of food is strictly forbidden and will be punished with a minimum fine of Rs. 100 per meal.

### Guest/Visitors

1. The hostel has two guest rooms which provide accommodation to the female relatives of the resident at nominal charges of Rs.500 (without meals)/Rs.600 (with meals) per day.
2. The hostel administration reserves the right to deny entry into the hostel visitor's room to any visitor who fails to prove his/her identity or provide valid reasons for visiting the hostel.
3. No visitors (even parents) will be allowed to take any type of camera or filming equipment in the hostel.
4. Visitors should sign the register (maintained for this purpose) while arriving and departing from the hostel.
5. The resident is not permitted to meet visitors inside the hostel premises during college hours. Any student violating this rule will be liable to disciplinary action.
6. Students are not permitted to meet visitors at the college gate.
7. Registered residents may receive visitors between 4.30 p.m. and 7.00 p.m. on all days and additionally between 10.00 a.m. and 7.00 p.m. on Sunday's and other holidays.
8. All visitors are required to follow the rules of the hostel. The Warden reserves the right to refuse admission to any visitor at any time without prior notice.

### Medical

Students suffering from chronic illness requiring special dietary and other care are advised not to apply for the hostel.

1. All cases of illness must be immediately reported to the Warden.

2. Residents must have the required immunization.
3. Residents must have their complete medical files with them during their stay in the hostel.
4. In case of medical emergency, resident shall be taken to the nearest hospital and the local guardian shall be duly informed. The local guardian will have to take charge thereafter and the entire responsibility for treatment and related expenses will be borne by the parents/local guardian. The hostel/college authorities shall not be held responsible for any mishap or negligence.
5. To seek absence from classes due to some medical problem, a medical certificate from a recognized hospital, has to be submitted on the day of re-joining the hostel.

**Vacations**

1. Residents will not be permitted to leave for home before the announced dates of vacations. No travel reservations should be made before the commencement of the vacations.
2. Residents must be present on the first and last day of every term. Travel arrangement should be made accordingly. Failure to comply will lead to disciplinary action.
3. The hostel authorities will not take any responsibility for any belongings left behind.
4. The hostel seat will be allotted to another student if a resident fails to return to the Hostel at the end of the vacation and no information is furnished to the office within one week.