

## **SOCIETY FOR SOCIAL EDUCATION AND RESEARCH HOSTEL**

### **RULES AND REGULATIONS FOR THE YEAR 2020 – 2021**

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The SSER Administration may refuse accommodation to any student who is known to have violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of the hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostel. Ignorance of rules will not be considered as an excuse.

1. The hostel has only shared accommodation ranging from 2 to 6 students per room according to its size. Toilets are common toilets available at the end of each floor. Water heater will be available outside the bathroom to collect hot water for bathing if required during specific times in the morning.
2. The hostel has a mess attached to it in which hygienic vegetarian food is provided for all hostel residents. Non Vegetarian food may be served on special occasion. Students must follow mess timings.
3. Students have to bring their own beddings, pillows and bed sheets apart from other essentials such as plate, bucket and a mug.
4. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Warden may allow this as a special case on valid and reasonable ground. Violation of this rule will be considered an act of misconduct and entail appropriate disciplinary action including expulsion from Hostel.
5. The Warden or any authorized member of the college staff can inspect the room of any student in the hostel at any time.
6. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, violent knocking, banging on doors or similar boisterous behaviour. Any form of violence will be strictly dealt with.
7. The students shall have to vacate accommodation as and when asked for. All the students shall vacate the hostel rooms before they leave for the summer vacation so that annual maintenance are carried out. All the hostel articles issued to the students are to be returned to the warden before the students leave their rooms. They will be responsible for any loss.

8. No student is allowed to engage a private servant or keep pet animals.
9. Students shall not remain absent from the hostel during night without the prior permission of the Warden.
10. Hostel students shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination.
11. Mess charges must be paid in advance along with rent and other charges. There will be no reduction in mess charges if a student decides to skip a meal. However in case the student will not be taking food in mess for more than one day and prior information is given to mess manager, 50% of the mess charges for the days not taken food will be refunded.
12. Hostel student who leave hostel without the permission from the Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Principal.
13. Student of the hostel will not leave the hostel premises for the purpose of Rural camp/ Study tour/ Skill labs without prior permission of the warden.
14. Hostel students are supposed to take care of their health themselves. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital
15. All cases of illness should be reported to the Warden.
16. In case of need for hospitalization, student should inform his/her parents / guardian. Parents / guardian are required to communicate to the Warden
17. Formation of association of students on the basis of religions, caste or creed is not permitted, during their stay in the hostels.
18. Room furniture and electric fittings are required to be maintained by the students in good condition. At the time of allotment of room and leaving the hostel for the summer vacation, every student must take-over and hand-over, respectively, the hostel property carefully. Students should invariably vacate the hostel during summer vacation.
19. In case of damage to any part of the hostel buildings, furniture, apparatus or other property caused by inmates of the hostel, the loss shall be recovered from the caution Deposit.

20. Students should lock their room properly when they go out for bath, food etc. Each room mate must keep a copy of the key of the door lock of his/her room in case of double / triple/six bedded accommodations.
21. Individual cooking is not permitted. Students are not allowed to cook anything in their rooms. They are also not permitted to keep any equipment such as kettle, heater, blender etc in the room.
22. Every student of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority. The approved rules regarding mess will be applicable to all students of the hostel. Mess deduction forms have to be properly given by the students. When the students are applying leave for vacation or internships proper information should be given to the hostel authorities.
23. Ragging in any form is a cognizable offence and severely punishable under law
24. Guests are not permitted to stay overnight in the room of the students. Parents may use guest room facility (if vacant) for maximum 2 days after paying the applicable charges.
25. Students are prohibited from giving shelter to any other student/outsider in the rooms In case of any unauthorized shelter; the student will be liable to be sent out of hostel.
26. Light must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited.
27. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms / Dining hall. They are cautioned to be very careful about safety of their belongings.
28. The SSER Hostel Management shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the Warden
29. Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boy's Hostel.
30. Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming such substances found or in a drunken state in the hostel will be sent out of the hostel.
31. Students are prohibited from screening/ keeping obscene literature/ video films or Pornography in the possession. Any violation in this regard will result in serious disciplinary action

32. Timings : Hostel

1. Opening time: 05.30 am
2. Closing time:08.30pm

33. Timings: Attendance every day 08.30 pm

34. Timings :Mess

1. Break fast:07.30 to 08.30am
2. Lunch : 12.30 to 02.30(Shift II – 12.30pm to 1.30pm, Shift I – 1.30 to 2.30pm)
3. Dinner :07.30 to 08.30pm

35. Timings: Water

1. 06.00am to 10.30am
2. 05.00pm to 09.00pm

36. Visiting hours: 05.30 to 07.00p.m. No visitor is allowed to enter the hostel premises without prior permission of the warden. Visitors can meet the students only in the college premises.

**JOINT DECLARATION BY PARENT AND STUDENT**

Date:

Sir,

My Son / Daughter Mr. / Ms ----- and I jointly assure that during the period of stay of my son / daughter at SSER Hostel he / she shall abide by the rules and regulations of the SSER hostel that will be in force from time to time. I agree that my son/daughter may be sent out of the hostel in the event of his / her disobedience behavior towards the rules and regulations of the hostel.

Signature of the Parent

Signature of the Student