

# HOSTEL RULES AND REGULATIONS

## ADMISSION

1. Admission to the hostel is limited to the staff and students of Jyothi Engg. College.
2. Application for the hostel admission should be submitted in the prescribed form available at the college office.
3. Admission is confirmed after a personal interview by the warden with the applicant and parent.
4. **An initial payment of Rs. 17500/- (Admission fee 500/- + Establishment fee 2000/- + Caution Deposit 10,000/- + One month advance fee 5000/- )** should be remitted at the time of admission. The Caution Deposit is refundable after the successful completion of the course. **The Caution deposit amount has to be maintained at the beginning of each semester.**
5. Each hosteller must have a local guardian who should be available when necessary: the Address and Phone Number of the local guardian should be handed over to the warden at the time of admission
6. **The hostel admission is valid for one academic year only** and it should be renewed at the beginning of every academic year, after producing relevant documents. The renewal of admission depends on the overall behavior of the student in the previous year.
7. The Warden has the authority to accept or reject any application for new admission/renewal of admission without stating any reason.

## HOSTEL FEE

8. The following will be the components of the hostel fee:
  - a. Rent 800/-
  - b. Electricity & Water : 500/-
  - c. Salary: 500/-, Food : As Per Menu.**Rs 5000/- Should be remitted on or before 5th of every month. Late payment will attract a fine.**

## GENERAL RULES

9. Hostellers are not permitted to entertain any outsiders in the hostel. Parents are welcome to visit the wards only with the prior permission of the warden.
10. Residents are not permitted to go to the rooms of other students and disturb the inmates. Any complaint in this regard will be dealt with seriously.
11. Rules of modesty and decorum should be strictly followed. Scantily clad movement is prohibited in the hostel premises.
12. The hostel will be closed if there are more than four continuous holidays and Hostellers have to vacate the rooms.
13. Hostellers are not allowed to collect money or subscriptions of any kind.
14. If a student falls ill, he or she has to inform the warden immediately. Students will be taken to the hospital in necessary situations. Parents should make further necessary arrangements in case their child is admitted in the hospital.
15. Every Hosteller is responsible for his/her valuable articles or ornaments. The authorities are not responsible for any loss or damage.
16. Students should not have any contact with the cooks, servants and other employees.
17. Stairs are for moving up and down, not for sitting.
18. **Hostellers should not bring any kind of vehicles to the campus / hostel.** They are not allowed to use any vehicles, either one's own or somebody's.
19. Hostellers are not permitted to take tumblers or plates from the mess hall for personal use. It's violation will be fined.
20. Violation of any rules or damage to any property will attract fines.
21. **Perfect silence must be followed during study time. Use of mobile phones are strictly prohibited during the study time and after 8.45 pm.** Apart from the prescribed study time, 'silence hours' shall be observed from 8.45 PM to 7.30 AM on all days. Failure to comply with these rules shall invite serious disciplinary action.
22. Rooms should be kept open during the study time (From 8.45pm to 11.45pm)

23. **Food from outside is not entertained in the hostel.**
24. If one is absent from any meal, he or she has to register their name in the mess cut software.
25. Attendance will be taken every day after 8 pm.
26. **If one is absent from the hostel, he or she should inform the warden in advance and should register their name in the appropriate register. Parents have to call the wardens, in order to avail a mess cut on a working day. Unauthorized absence will result in disciplinary actions.**
27. Hostellers can go out of the hostel only with the prior sanction of the warden and they have to record the time of departure and expected time of return in the register at the hostel.
28. It is compulsory that students have to register their name in the "In-Out registers" at the main gate when they come and go from the hostel.
29. **Staying back in the room during the class hours or practicals is permitted only with the permission of the warden.**
30. Hostellers should keep the room and wall clean. No notices or papers should be stuck on the walls. Contrary action will attract fines.
31. Keep the shelves, floor and roof neat and tidy. It is compulsory to clean the room once a week. There will be a room checking on all wednesdays.
32. No scribbling or painting on the walls or table tops is permitted. Violation will attract fines.
33. While returning from home after the weekend holidays, hostellers should enter the hostel between 4.00pm and 6.00pm on sundays or monday morning. If anybody is coming late or early they should take permission from the hostel warden individually.
34. **On working days hostel gates will be closed between 8.50am and 11.40am and from 1.20pm to 4.00pm**
35. Electricity, food, water etc should never be wasted. Fans and Lights should be switched off as one leaves the room. Contrary action will attract fines.
36. Everyone is directed to lock the room when one leaves the room.
37. Every hosteller should participate in the common prayers at stipulated time.
38. **Catholic students are advised to attend Holy Mass everyday , on Sunday, Monday and Thursday. Catholic students should attend Holy mass compulsorily.**
39. Insubordination, impolite behavior, repeated and willful breach of rules are punishable with fine, suspension or even dismissal from the hostel.
40. Use of alcohol, drugs, smoking etc will attract dismissal from the hostel without prior notice and further action will be taken as per university rules.

### **TIME TABLE**

6.00 a.m.	Good Morning		
6.30 a.m.	Mass time (Christian students)	4.00 - 4.30 p.m.	Tea Time
	Prayer/Study (Others)	4.15 - 6.15 p.m.	Games/Gym etc.
8.00-8.30 a.m.	Breakfast/Newspaper	6.15 - 7.30 p.m	Bath Time
8.50 a.m.	To College		
11.45 -1.15 p.m.	Lunch	6.50 p.m.	Holy Mass on Mondays & Thursdays (for Catholic Students)
		7.30 p.m.	Prayer Time
		8.00 p.m.	Supper
		8.45 - 11.45 pm.	Study Time.
		11.45 p.m.	Good Night, Light Off

### **HOLIDAYS**

9.30 - 12.30noon	Study Time	7.30 p.m.	Prayer Time
12.30 - 1.00 p.m.	Lunch	8.00 p.m.	Supper
1.00 - 2.00 p.m.	Free Time	8.45 - 11.45 pm.	Study Time.
2.00 - 4.00 p.m.	Study Time	11.45 p.m.	Good Night, Light Off

I have understood the above rules and regulations regarding the hostel and agree to obey it. If any changes are made in future, I assure that I will obey it. If I commit any violation of the rules and regulations, disciplinary action including suspension or dismissal may be taken against me.

Name of the Student & Signature