

HOSTEL REGULATION POLICY

1. INTRODUCTION

This policy document outlines the regulations and rules that govern the functioning of SDGI Hostels. All students residing in hostels are bound to adhere to these rules.

2. ADMISSION TO HOSTEL

- **New Admissions:** Admission information and hostel forms are provided along with the Institute admission form. Full hostel fees must be deposited before room occupation.
- **Returning Students:** 2nd year onwards students must reapply and pay full hostel fees for two semesters. Re-admission is based on discipline and attendance.

3. ACCOMMODATION & FEES

- **Room Types:** Single and double seater, with/without AC and attached toilets.
- **Furnishings:** Each room includes bed, table, chair, almirah, fan, and lighting.
- **Fee Structure:**

| S.N. | Room Type | 1 Month | 3 Months | 6 Months | 10 Months |
|------|---------------------------------|---------|----------|----------|-----------|
| 1 | Double Non AC | ₹8,500 | ₹24,000 | ₹45,000 | ₹75,000 |
| 2 | Single Non AC | ₹10,000 | ₹26,000 | ₹50,000 | ₹80,000 |
| 3 | Single Non AC (Attached Toilet) | ₹12,000 | ₹30,000 | ₹58,000 | ₹90,000 |
| 4 | Double AC | ₹12,000 | ₹34,000 | ₹75,000 | ₹1,10,000 |
| 5 | Single AC | ₹18,000 | ₹50,000 | ₹95,000 | ₹1,40,000 |

- **Cooler Charges:** ₹1000 per 3 months
- **Extensions:** Fee must be paid 7 days in advance or a new package will be issued.

4. ROOM UPKEEP

- Students must maintain cleanliness and report damage. Damages are chargeable.
- Wall writing, posters, and defacement are strictly prohibited.

5. LEAVE & OUTPASS

- Outpasses are allowed for visits to local guardians with parent approval.
- **Timings:** Issued between 9:00 AM - 5:30 PM.
- **Procedure:** Outpasses require proper logbook entries and are to be shown at gates.

6. ATTENDANCE

- Daily attendance at 9:00 PM; hostels locked by 10:00 PM.
- Surprise checks and reports on defaulters are conducted by hostel staff.

7. CLASS ATTENDANCE

- Hostel staff will monitor hostellers present in hostels during class hours (9 AM - 5 PM). Repeat offenders will lose hostel accommodation.

9. GUEST POLICY

- Permitted only on weekends/holidays.
- Allowed in reception area only.
- Day scholars not permitted without permission.
- Visitors allowed: parents and siblings only. ₹500/day if overnight stay is permitted.

10. GIRLS HOSTEL VISIT RULES

- Female visitors must get written permission.
- Meetings outside hostels or at cafeteria.
- Maintenance staff must be escorted.

11. MEDICAL AID

- Hostel In-Charge will arrange medical assistance and inform guardians when necessary.

12. MESS RULES

- Kitchen/store entry prohibited.
- Misbehaviour with staff will attract disciplinary action.
- Food must not be taken outside dining hall.
- No alcohol/smoking.
- Dress code in mess must be decent.

14. CODE OF CONDUCT

- ID cards mandatory.
- Prohibited: alcohol, drugs, vandalism, gambling, loud behavior, theft.
- Expulsion for drug use.

15. SECURITY

- Students must secure personal belongings.
- Room changes not allowed without permission.
- Curfew is 10:00 PM. Missing roommates must be reported immediately.

16. RAGGING POLICY

- Zero tolerance. Legal and academic consequences include FIR filing, Suspension/expulsion, fine up to ₹25,000.

17. WITHDRAWAL & EXPULSION

- Written request with parental consent.
- No refund after 3 months.
- Expulsion possible for serious violations.

18. ADDITIONAL RULES

- No inter-hostel visits between male/female students.

- Unauthorized appliances attract a ₹1000 fine.
- Celebrations need prior approval and must end by 11 PM.
- No meetings without permission.
- Silence and order required at all times.

19. DISCIPLINE COMMITTEE

- Governed by Institute Disciplinary Committee.

20. MESS TIMINGS

- **Breakfast:** 8:00 AM to 9:15 AM
- **Lunch:** 1:00 PM to 2:00 PM
- **Dinner:** 8:00 PM to 9:00 PM

21. DOs AND DON'Ts

DO's AND DONT's FOR HOSTELLERS **DO's**

| | |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Expected to be courteous to everyone, respectful to elder, friendly to equals, | <ul style="list-style-type: none"> • Expected to develop a healthy self-image and develop positive relationship |
| <ul style="list-style-type: none"> • Encourage others in the pursuit of common goals. | <ul style="list-style-type: none"> • Expected to see his/her hostel life as part of his/her mission of life, and strive to fulfill it to the best of his\her ability. |
| <ul style="list-style-type: none"> • Is always honest, overcomes the urge to lie and cheat. | <ul style="list-style-type: none"> • Expected to stay in the Institute block during Institute hours. |
| <ul style="list-style-type: none"> • Acknowledge and learn by mistakes. | <ul style="list-style-type: none"> • Expected to avoid any destructive behavior. |
| <ul style="list-style-type: none"> • Follow high ideals and face difficulties courageously. | <ul style="list-style-type: none"> • Expected to be familiar with hostel rules. |

DON'T's

| | |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Don't Cook in your room. | <ul style="list-style-type: none">• Don't violate hostel rules. |
| <ul style="list-style-type: none">• Don't Keep or feed pets in your room or campus. | <ul style="list-style-type: none">• Don't Play loud music anywhere (in your room or campus). |
| <ul style="list-style-type: none">• Don't create a disturbance in the corridors. | <ul style="list-style-type: none">• Don't Conduct or attend parties (in your room or anywhere on the campus). |
| <ul style="list-style-type: none">• Don't Damage Hostel property or assets. | <ul style="list-style-type: none">• Don't Smoke, consume alcohol or indulge in substance abuse. |
| <ul style="list-style-type: none">• Don't Act in a manner that offends the local cultural and social values | <ul style="list-style-type: none">• Don't indulge in ragging. |
| <ul style="list-style-type: none">• Don't go without out pass. | <ul style="list-style-type: none">• Don't Light lamps candles, carry crackers or burn / burst crackers in and around the hostel. |
| <ul style="list-style-type: none">• Don't permit non-residents to stay in or use your room. | <ul style="list-style-type: none">• Don't Waste water or electricity. |

22. FEEDBACK

Students are encouraged to provide constructive suggestions to improve the policy.

HOSTEL STAFF

Hostels In Charge Hostel – Prof. (Dr. Ravi Prasad) - 9027323721

Details of Boys Hostel Staff

| Sr.No | Name of the Staff | Designation | Mobile No. |
|--------------|--------------------------|---------------------------|-------------------|
| 1. | Mr. Avnish Mishra | Warden / Hostel In Charge | 7840090841 |
| 2. | Mr. Akhil Panwar | Caretaker | 7011413273 |

Details of Girls Hostel Staff

| Sr.No | Name of the Staff | Designation | Mobile No. |
|--------------|--------------------------|---------------------------|-------------------|
| 1. | Ms. Anita Chaudhary | Warden / Hostel In Charge | 8445769309 |

PERMISSION FOR LEAVING HOSTEL

Name_____Course__

Registration No. _____ Number of Days: _____ from _____ to _____

Reason for absence:-

Address for correspondence during absence:

Contact No:- _____

Parent/Guardian Contact No:- _____

Date: - _____

My Parents/Guardians are aware of the request made and the inputs submitted are true and in case found false I will be solely responsible for any situation and liable for disciplinary action as deemed fit.

Signature of the Student/Signature of Parent/Guardian – Yes/No Mentor

Faculty In charge (Sign/Full Name to be Given)

Action – Hostel In Charge/Security

Note: -

(a). To be submitted to security Officer/Hostel In Charge Latest by 5:30 PM a day before leave is sought or No Permission will be granted in absentia.

(b). Parents signature or confirmation be obtained by Email/SMS. Mentor must ensure before grant of permission.

(c). Mentor/Faculty to contact parents/Guardian to confirm and grant permission.

(d). During off working hours on emergency Hostel In Charge or Faculty Coordinator may be contacted directly with the Parents/Guardian and permission be granted.

UNDERTAKING BY THE STUDENT

I D/o/ S/o.....

Course.....R/o.....

Mobile:.....

do hereby solemnly affirm and state that I have fully understood the under given declarations and shall abide by them:

- That I shall not indulge in any form of ragging in the college premises, Institute hostel or outside the Institute and I fully understand that if I do so, I may be expelled from the Institute.
- That I have read and understood the Hostel Rules and shall abide by them in letter and spirit.
- That I shall not associate myself directly or indirectly with any unlawful organizations, shall not consume alcohol, drugs or any other intoxicants within the Institute premises/hostel nor come to the Institute /hostel having consumed the same outside.
- That I shall not indulge in any kind of violence, assault, affray, arson, loots, theft or quarrel in the Institute premises, Institute hostel or outside the Institute premises.
- That I will pay my academic fee and/or hostel fee in time, if the fee is not paid when is due, the Institute can debar me from the examinations.
- That if any time during my stay in hostel, the fee and other charges are revised by the Institute Authorities I shall pay the same within notified and stipulated period.
- That I fully understand and agree that in the event of any breach of the aforesaid undertaking, my ad-mission to the Institute or Institute hostel maybe withdrawn or cancelled without assigning any reason or without any obligation on the part of the Institute to issue any advance notice and in such an event, all the fees deposited and paid by me in the Institute shall stand forfeited.

Place:

Date:

(Signature Student)

Checked by

Hostel Fee paid: _____ Permitted by

Registrar Office

Hostels In Charge, Administration