

# SIDDHARTHA GROUP OF INSTITUTIONS

SAHASTRADHAR ROAD NEAR IT PARK DEHRA-DUN.

## HOSTEL RULES AND REGULATIONS

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These rules are applicable to both Men / Ladies Hostel. For Siddhartha Law College, Siddhartha institute of pharmacy, Siddhartha School of science and management and law academy

**RAGGING IS STRICTLY PROHIBITED AND PUNISHABLE BY LAW. OFFENDER SHALL BE PUNISHED.**

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## **I. Preamble**

The “SIDDHARATHA EDUCATIONAL SOCIETY, DEHRADUN, which is vested with the authority of managing the hostel for “SIDDHARATHA LAW COLLEGE”, “SIDDHARTHA INSTITUTE OF PHARMACY” and “SIDDHARTHA SCHOOL OF SCIENCE AND MANAGEMENT” including coaching classes in any stream **for both Men & Women**, has authorised its chief **Warden** to manage the affairs of the hostels as the Chief Warden to be assisted by a team of Wardens and others, as may be decided by chief warden.

Maintenance of hostels and mess facilities is managed by the “Contractor” with the help of his staff.

The hostel has been specifically been marked and this has been informed to all the concerned at all times.

The dictum shall contribute to the healthy environment of commitment and discipline among the students.

The students are encouraged to develop community life and inculcate the spirit of tolerance, taking care of their psychological and emotional problems and shape themselves to be better citizens.

It is in this spirit and sense of direction that rules and regulations are framed carefully for orderly and peaceful living, and to make the students Good and leader citizens of tomorrow.

Life in hostels always provides many wits and fond memories and as such all efforts is made to make the living in hostels most meaningful, purposeful and memorable as well

## **II. Admission conditions**

1. The allotment of rooms will be made by the management in consultation with the directors of concerned stream and chief warden on first come first served basis. However the management reserve its right to allot any room to any student as deemed fit and proper.
2. Admission and continued stay in the hostel is conditional, meaning, depending upon the academic performance, good behaviour, conduct of the student and such other things as may be decided by college management from time to time.
3. The student’s stay in the allotted room for one complete semester is mandatory in context to request for change of room is concerned. Change in rooms in mid-semester is not possible.

Request for change in room may not be granted in all probability for one semester, if granted it shall be on conditions in addition to extra charges.

4. The hostellers with chronic medical problems will be requested to vacate the room [immediately] as personal medical care by parent / guardian will be necessary, also in the interest of concerned and other inmates of the hostel.
5. If a student is expelled from the University for any Reason he/she should immediately vacate the hostel on the day of expulsion from the College/University. His / her continuance in the hostel will be treated as unauthorised and illegal occupation and shall be charged accordingly.
6. The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep amounts of cash or valuables like gold, costly wristwatch etc., in their room.
7. They should also take care of their purse, calculators, cell phones, computers and books etching case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their room, boxes, suitcases, cupboards, etc., securely locked with good quality locks, but in no case college authorities shall be responsible for any "loss" under any circumstances
8. Continuation of stay of a student in the hostel is subject to the discretion of the college administration.

### **III. Rules & Regulations for valid stay in Hostel**

1. All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be signed with no excuse.
2. No hosteller is permitted to stay out of the hostel beyond 7:30 pm in summers and 6:30pm in winter in the case of Men's Hostel and 7: pm in summer and 6 pm in winter in case of women's hostel on college working days and during weekends and holidays.
3. The hostellers are generally discouraged from going out of the hostels during weekends and holidays. However, in extraordinary circumstances, if they want to leave the hostel, written permission has to be obtained from the Chief Warden. Whenever they leave the hostel for vacations they have to inform the Chief Warden in writing about their travel plan. The girl students, however, are required to obtain permission from the chief Warden after obtaining a request/intimation by fax from the parent in this context. The fax format provided herein below shall be the only one acceptable. If they leave during working days approval from all subject teachers and or Director shall be mandatory. They are also required to return on the specified dates and submit the slips, (slip is a part of the Performa) signed by their parents as an indication that they stayed with their Parents / Guardian during the weekends holidays/ vacations. In addition they have to make an entry of their "check out" and "check in" in the movement register kept with the secu-

rity guard of the hostel and guard at the main gate. The students should be asked not to use the official fax for their personal use at any cause. Overnight stay leave is restricted to two per semester.

4. The students either from men or women hostel can be given relaxation in timings with special permission from chief warden in special circumstances up to 9:30 pm on any day of the week.
5. Parents should not encourage students to go to picnics/tours outside Dehradun City under normal circumstances.
6. No hotelier would be allowed to lock the room from outside with his roommate or any other student inside the room to help such roommate or other student in any way whatsoever. Violation of this rule shall be taken seriously and defaulter along with such roommate inside the room is liable to be expelled from the hostel in addition to imposition of heavy fine at the discretion of management.

#### IV. Hostel Time Rules

1. Adhering to time rules hostel: Any student not in position to comply with hostel time rules should intimate the chief warden at least 4 hours in advance about his referred inability by Email and telephonic means referring to the reasons of his/her inability as to comply with hostel time rules.

2 Regarding week end outings (Outing timings-4 hours max.). Students should take permission from the chief warden by submitting a letter giving the details of their outings. The outings shall be entered in a register with the guards. The student should sign in the register on their return. Parents will be informed in case of frequent outings .And subsequent outings would be permitted only after receiving email and/or telephonic request only

#### Attendance:

- ❖ The attendance timing shall be 8 am and 7:30 pm every day.
- ❖ All hostellers have to be present in their respective rooms and keep open the room during the above referred timings for attendance every day.
- ❖ The attendance defaulters would be fined as follows:

1. Warning for the first time:-
2. Rs 100/- for the second time
3. Rs 150/- for the third time
4. Rs 250/- for the fourth time and
5. On the fifth such occasion the management will decide the course of action

4. Strict silence should be observed between 9.00 pm & 6:00 am. Unconditionally failing which heavy financial penalty shall be imposed on first three occasions and there after management shall decide the course of action.
- 5..The hostel rooms are subject to inspection by the chief warden / college authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any matter prohibited by law and or college authorities shall be punishable.
6. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., Every student of the hostel should have the civic responsibility that he or she should not be a cause inconvenience, annoyance or disturbance to others with in the vicinity..
7. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with each other or the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
8. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individual's concerned.
9. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University.
10. Any outsider or Days scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
11. Celebrating birthday parties inside the hostel rooms is strictly prohibited. They can celebrate in the specified space mentioned in the hostel before 9pm after getting a written concern from their respective Wardens.
12. Collection of donation by any student or group of students for any purpose (Religious/ otherwise) is also strictly prohibited.
13. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.

14. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.

15. Students absenting themselves from regular classes will have to take the permission of the Warden and communicate the information to the Chief Warden.

16. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.

17. NO hosteller would be allowed in the hostel after 9:30 am on all working days except with written permission of warden, which would generally be allowed on medical ground either on producing medical certificate or after the warden himself is satisfied of genuineness of such grounds.

18. Guests are not permitted to stay in the hostel. Students of opposite sex are not permitted to enter the hostel premise. Students of the Institute/hostel/locals are prohibited to meet the hostel girls on any pretext what so ever, without prior permission of the Warden.

19. Clock alarms should be switched off, when not in use. There have been instances when students have set the alarm and gone on long leave, and some of them ringing for hours and spoiling the peace of fellow hostellers.

20. Water should be carefully used and not wasted.

21. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the Warden for appropriate action.

22. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.

23. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.

24. At the time of starting of the semester, no student should lock any room other than the officially allotted room. If the allotted room is a shared accommodation the student should inform the other student in the room or Warden whenever they are going out of the hostel. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.

25. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.

26. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment without written permission of the Chief Warden. Unauthorised possession will lead to confiscation of the goods.

27. Use of Computers: Installation of computer systems in the hostel rooms should be done only after getting written permission from the Chief Warden.

the usage of computer is for academic purpose only.

The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.

28. Use of cell phones:

Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.

Students should visit the hostel office only during visiting hours. Students should read the circulars put up at all blocks and be updated with the functioning of the hostel.

Students are instructed to attend the General meetings of the hostel. It is mandatory for Members of the Students council who are hostellers and Mess committee members.

Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.

## **V. Guests**

Guests are not permitted to stay in any of the hostels. If the parents wish to stay, then the student / parent may approach the Public Relations Officer for getting accommodation in the Guest House, which shall be permitted subject to availability of room on payment nominal rent decided by the management. Such guest will have to pay his/her mess bill to mess in charge directly.

Parents/ Guardian visiting the student should remain in the visiting room of the hostel. Entry into the hostel blocks is not permitted.

## **VI. Mess Timings and Rules**

1. All the students of the hostel should take their food in the allotted mess only.
2. Change of mess is allowed once in a month. The mess change is allowed in the end of the previous month so that he/she can dine from the beginning of the next month.
3. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.

4. A separate Mess Card will be issued to each hostel block student. The identity card is to be produced at the dining hall, at the time of breakfast, lunch, tea and dinner, failing which service in the dining hall is liable to be refused, for want of identification.
5. Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
6. The hostel kitchen is strictly "Out of Bounds" for the students/parents/guardians.
7. Sick person will be served mess food in the room, only if the student registers their name with the Warden.
8. No hosteller would be allowed to carry any food item in any form (raw, cooked or readymade) in the hostel either from canteen or from market except a sick person as per the provision of rule 7.
9. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.

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## **VII. Damages and Recovery**

1. Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
  - o If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
  - o If damage is done in anyone of the rooms and the person(s) is / are not identified than double the cost will be recovered from the room-mates collectively.
  - o If a damage is done outside the rooms i.e., in common places like corridors, bath-rooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.

### **VIII. Arrangements at the time of Vacation**

1. All hostel students (Boys & Girls) will vacate their rooms before proceeding on summer or winter vacation including long weekend vacations
2. A separate cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloak room.
3. Students who have kept their belongings in the cloak room should positively report on or one day before the reopening day and move to their respective rooms. Students who come late will not be entertained for any loss of property and will be penalized.
4. In case of final year girl student's parent's approval is necessary before vacating the hostel. In case students who vacate in-between the semester, permission from programme manager and parents approval is mandatory.
5. Students who have vacated should not enter the hostel without prior permission from hostel authorities.
6. Old Students/Project Review students should seek permission to stay in hostel only after informing their Program Manager. An easier procedure would be to forward a mail through the program manager to the [chiefwarden@vit.ac.in](mailto:chiefwarden@vit.ac.in) (boys)/ [lhwarden@vit.ac.in](mailto:lhwarden@vit.ac.in) (girls). The approval will be made through email to the student who can pay the required rent at the Finance Office and come to the hostel. They should stay only in the cabins provided to them and follow the rules of the hostel during their stay.

### **IX. Health Care**

1. Medical facility would be available in the campus on demand and payment of consultation fees.
2. Any hosteller, who is not well, should report to the Warden for appropriate advice.
3. If the sick person requires medical care out of the hostel in any outside hospital or nursing home at any time, a form meant for the same should be filled along with the signature of the patient if possible or by the accompanying person and submitted to Warden for appropriate arrangement at the cost of student and under intimation to the parents. The advice of parent in such matter would also be important consideration and may be adhered to.

4. A sick student should invariably be accompanied by a fellow student or any college staff of the same sex, while going to outside hospital.
5. If any sick hosteller requires special diet, the individual should inform the mess supervisor through the warden concerned for making suitable provisions.

## **X. Other Facilities**

1. English newspapers and magazines are provided in each hostel. Hostellers are requested to make best use of them. Magazines could be borrowed against the identity cards for limited period so as to enable wide circulation.
2. There is a provision to subscribe to the newspapers/ magazines to be delivered in the rooms. Hostel Superintendent / Additional Superintendent may be contacted for further details.
3. Common TV viewing rooms are provided and they are open up to 8:55 pm. (11:25 pm on Saturday) so as to allow the hostellers to get back to their hostel room before the silence hour starts. The above TV timings would be very strictly observed without exception what so ever. However, during study holidays and exam period TVs shall not be operated.
4. A washerman/ washerwomen collect are the clothes for washing in the hostel itself. The hostellers can avail this opportunity on payment basis.
5. The hostellers have to collect their mails from the letter stand.
6. In case of Speed Post (for ladies hostel), the student should collect the intimation slip from the Warden and collect the post from the post office.

## **XI. Payment of Hostel Dues**

1. **Caution** **Deposit**  
a sum fixed by the management will have to be paid towards Caution Deposit, which will be refunded, when the student vacates the hostel after deducting the dues, if any. Presently the amount of caution money/refundable security is Rs 5000
2. Mess charges are required to be deposited in advance maximum in two instalments' .First install met at the time of admission to the hostel and the second instalments by 10<sup>th</sup> December of the year
3. No hosteller would be allowed to leave the hostel in between without serving one complete month notice in advance and in this year such student will have to pay hostel charges @ of Rs 6000/- pm in case room shared by three person and Rs 7000/- pm for room shared by two persons. The hostel charges can be changed by the management every year taking into consideration the prevailing prices in the market and the students will have to abide by such modification/enhancement. Present hostel charges are Rs

60000/- per year for a room shared by three person and Rs70000/- room shared by two person.

## **II. Ragging**

**Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Tamil Nadu Prohibition of Ragging Act, 1997 which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-**

## **XIII. Special rules for Foreign Students**

All the rules and regulations given above are applicable to the Foreign Students as well. In addition, the following special rules are meant exclusively for foreign students.

1. If any student wants to leave the country on vacation or for any other purpose, the individual will submit a written application at least 15 days prior to the date of departure to the Director to enable the office to obtain all the required clearances from the authorities concerned.
2. The application should have details such as (I) purpose, (ii) duration of stay outside India, (iii) full contact address with phone number.
3. No student shall leave the town without the written consent as indicated above. Failure will be treated as serious violation of rules and the appropriate authorities will be informed for pursuing further action.

**XV. Students Leave Permission Letter**  
*(to be filled in by Parents)*

1	Student's Name	
2	Student's Reg. No.	
3	Hostel Block Name	
4	Hostel Room No.	
5	Date & Time of Departure	
6	Date & Time of Arrival	
7	Destination City	
8	Parents Name	
9	Mobile Number or Landline Number	
10	Purpose of leave	

Date

*Signature of the  
Parent/students*

**Note:**

- *Please fax this form to 0135-2607784*
- *The fax can be sent in the above format at least 72 hours (3 days) before the departure time mentioned above. Otherwise, outing permission will not be granted.*
- *For student's safety, students are discouraged to travel in odd hours. So they will not be allowed to leave the hostel or arrive at the hostel between 8.00pm and 7.00am.*