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# ITM (SLS) BARODA UNIVERSITY

# RULES AND REGULATIONS FOR HOSTEL RESIDENTS

## 1 ACCOMMODATION

* 1. Hostel accommodation shall be available to all registered students of the University.
	2. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel Supervisor Office of the University.
	3. Accommodation would be provided only after paying the requisite fees and rents as decided by the Management from time to time.
	4. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information*.*
	5. At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
	6. Admission to hostel is based on first cum first applied basis and paying the fees.

## 2 ROOM ALLOTMENT

* 1. Allotment of rooms shall be at the sole discretion of the Hostel administration, who may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
	2. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the hostlers should exchange seats/rooms without the knowledge of the Management.
	3. The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan and reasonable light fitting, wardrobes/cupboards.
	4. Before vacating the rooms, the students have to fill up the prescribed “Hostel No dues Form” and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, will have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the hostler concerned as per clause

## VISITORS

* 1. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors’ Book available at the Main entrance with the security guards.
	2. Visitors are not allowed to enter the rooms of hostlers as it may violet privacy of others.

## USE OFAPPLIANCES

* 1. The use of electrical / electro-mechanical equipment’s, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the inmates in or outside the rooms.
	2. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Management.
	3. The use of audio systems which may cause inconvenience to the roommates or othersis not allowed. The use of personal Blue tooth Speakers, TV, VCR, VCD/DVD, etc. is strictly prohibited.
	4. When the hostellers go out of their rooms, they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hostel Management

## 5 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTEL

* 1. Students should be present within the Hostel premises from 8:00 PM to 6.00 PM. No student is permitted to stay outside the Hostel during this time without the permission of the Warden. Violation of this rule will invite strict disciplinary action on him.
	2. If any student wants to go out to the city/town between 6.00 AM and 7.30 PM, excluding the class hours, he/she should submit an application indicating the time of leaving the Hostel and expected time of return with dates.
	3. Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consent from by Dean of the School he belongs. Going home frequently is not permitted.

## 6 CODE OF CONDUCT

# Silence must be observed in the Hostel premises.

# Modesty in dress is expected from students.

* 1. Hostel students will cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
	2. In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the Hostel, as decided by the Hostel Authorities.
	3. The hostlers will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the hostel authorities shall in no way be considered responsible.
	4. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.

## 7 RIGHTS OF HOSTEL AUTHORITIES

The Management reserves the right to initiate amendment of the rules and regulations stated here in before from time to time as felt necessary. Hostel students shall be informed of any amendment becoming effective through circulars displayed on the hostel notice boards/UMS/Whatsapp group.

##  8 APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, a hostler may make an appeal to the Proctor through the Warden for redresser.