

RULES & REGULATIONS FOR HOSTEL RESIDENTS

1. PREAMBLE

1.1 Forest College and Research Institute, Hyderabad @ Mulugu is a fully residential institute. Hence, all registered students are required to stay, if not permitted otherwise, in the hostels

1.2 Warden

Dean shall appoint one or more members of the faculty, as he/she deems fit, as warden(s) of a hostel in managing and conducting the affairs of the hostel

1.3 Hostel Management Committee

Wardens of all the hostels shall collectively constitute the hostel management committee, which shall be the coordinating body among all the hostels of the institute.

1.4 Caretaker

In order to assist the warden(s) in the day-to-day functioning of the hostel including the mess and to keep records in order, a caretaker shall be appointed.

2. GENERAL RULES

- Smoking, alcohol & narcotic consumption is strictly prohibited in and around the hostel premises. Strict disciplinary action will be taken against offenders.
- Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- Loitering in the hostel campus during the class hours will not be appreciated.
- The management & staff will not be responsible for personal belongings of the residents.
- Students must keep the campus & rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
- Students must turn off all the electrical equipment & lights before leaving their rooms and also make sure the water taps are closed. (Save electricity and water)
- Students are not allowed to organize any group activities in their room.

- Food will be served only in the designated dining hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Tipping of wardens, security guards, cleaning staff etc., is not permitted.
- Visitors are not allowed beyond the reception. No outside guest\students will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
- Strict silence shall be observed in hostel. Care should be taken at all times to ensure that music\talking is not audible outside the room.
- Any manner of festivities and noise making\celebrations which may cause disturbance to other inmates in the hostel premises will not be entertained.
- No personal and private vehicles are allowed near the hostel premises.
- Keeping of pets by the students in the hostel premises is strictly prohibited.
- Students during their stay in the hostel will be governed by the management rules.
- **Items that students are required to carry:**
- Towels, Blanket, Two bed sheets, Pillow covers, one bucket and mug, hangers, clips, soap box, water bottle, water glass, torch light, broom stick and other stationary items.

3. ACCOMMODATION

3.1 Hostel accommodation shall be available to all registered students of the Institute.

3.2 Students shall occupy a seat/room only during the semesters. No student will occupy a room during vacation. However, he/she may be permitted by the hostel warden or care taker to stay on request if he/she is doing any course work/project work/institute work/hostel work.

3.3 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. Accommodation would be provided only after paying the requisite fees and rents as decided by the institute.

3.4 No student will be allowed to stay in the hostel without formal admission.

3.6 No accommodation shall be provided to spouse of any married students in the hostels.

4. ROOM ALLOTMENT

4.1 At the time of admission of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed personal data form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the hostel office in writing.

4.2 The hostel warden or care taker will generally provide a minimum set of furniture and fittings in each room, consisting of a cot with mattress and pillow for each inmate as well as study table, chair, ceiling fan with regulator and reasonable light fitting. Enclosed check slip needs to be acknowledged by the resident students.

4.3 Allotment of rooms shall be the sole discretion of the hostel warden, which 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.

4.4 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 inmates should exchange seats/rooms without the knowledge of the Warden.

4.5 Inmates shall respect the equal rights of their roommates.

4.6 In exigencies the hostel warden, without assigning any reason, may shift inmates from one room to another.

4.7 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the rolls of the Institute, will

automatically cease to be an inmate of the hostel. Such students shall immediately leave the hostel.

4.8 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixtures that are acknowledged while occupying the room, all have to be handed over in proper condition to the hostel warden at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the hostel warden shall be recovered from the boarder.

5. VISITORS

5.1 Any visitors including the parents/guardians are allowed to enter into the hostel up to the reception only. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance.

5.2 Separate accommodation to parents or guardians is permitted on prior information from the hostel warden on payment basis.

6. USE OF APPLIANCES

6.1 The use of electrical/electro-mechanical equipment, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the boarders in or outside the rooms. 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 Warden.

6.2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

6.3 When the boarders 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 committee.

7. MESS

7.1 Mess is an integral part of hostel, the hostels are meant for both boarding and lodging. No one is permitted to use the hostel for boarding or lodging only.

7.2 Once a student is admitted to a hostel, he/she is deemed to have become a member of the hostel mess, until he/she officially vacates the hostel.

7.3 The function of the mess shall be supervised and carried out by the mess committee consisting of the following members:

i) Warden

ii) Care taker

iii) Four regular boarders nominated by the Warden in consultation with the warden(s)

7.4 The mess is common for boy and girl students and shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units. The mess shall provide both vegetarian and non-vegetarian foods.

7.5 The menu will be prepared by the mess committee and the menu will be displayed on the notice board. Changes in the menu, if necessary, can be made by the mess committee only.

7.6 Each student shall pay security deposit of Rs. 3000/- for running the mess.

7.7 Students should not enter the kitchen. Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the care taker will make suitable arrangements for his/her food.

7.8 The mess audit committee or secretary will finalize the mess bill by 5th of every month.

7.9 The students will have to pay mess bill by 10th of every month without fail. Suitable fine, as decided by the mess committee, shall be imposed on the boarder in case he/she defaults in payment of mess dues.

7.10 The mess secretary will prepare and display the list of defaulters on the notice board on 11th day of every month and bring it to the notice of the care taker or warden.

7.11 Wasting food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time a fine up to Rs.500/- (Rs. five hundred only) will be imposed on him/her.

7.12 Decency in dressing & demeanor is must. Students shall not come in lungies, Dhotis, Shorts, nighties and sleeveless to the mess/dining hall/roll call. Any student deviating from the above mentioned rule will attract penalty up to Rs. 500/-

8 HOSTEL MAINTENANCE AND CLEANINESS

8.1 It is the responsibility of the students to look after and take care of the general maintenance and cleanliness of the room, including toilets, whereas the hostel premises including the building, courtyards and the common toilets will be taken care by hostel management committee

8.2 The students are advised to ensure that their rooms are properly locked and secured whenever they go out.

9 RAGGING:

9.1 Ragging in any form is banned. Severe punishment, including expulsion from the hostel and the institute, shall be imposed on any resident, if he/she is found to have indulged in ragging.

9.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

9.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the hostel authorities. Non-reporting of the incident by a victim shall also be considered as an offence.

9.4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the hostel authorities and/or institute authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.

9.5 When the students committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the students may be resorted to as a deterrent measure.

9.6 All boarders attached to the hostel are required to sign an Anti-Ragging undertaking as per stipulated guidelines and submit these to the hostel office.

10 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

10.1 Students should be present within the hostel premises between 9.00 PM to 6.00 AM. No student is permitted to stay outside the hostel except in library during these hours without the written permission of the warden.

10.2 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 consented by the warden.

11 CODE OF CONDUCT

11.1 All residents are required to maintain standards of behavior expected of students of a professional college. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campus.

11.2 Silence must be observed in the hostel premises. All unnecessary noises must be avoided.

11.3 Modesty in dress is expected from students.

11.4 All residents are required to produce, whenever asked, their valid identity cards issued to them by the institute.

11.5 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic.

11.6 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

11.7 Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the hostel management requires the rooms for this purpose. On such occasions, the warden or care taker shall provide alternative accommodation.

11.9 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the hostel warden or care taker shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine up to Rs. 1000/- for each item.

11.10 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 wing/hostel, as decided by the hostel management committee.

11.11 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the hostel, the occupant of the room shall hand it over to the hostel staff, failing which he/she will be charged a penal rent as decided by the hostel management committee.

11.2 The resident shall not remove any fitting or fixture from any room or common area.

11.13 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

11.14 The boarders 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 warden or care taker shall in no way be considered responsible.

11.15 Engaging personal attendants is prohibited.

11.16 In the hostel premises the following acts are strictly prohibited:

- Smoking, consumption of alcoholic drinks and drugs.
- Entering the hostel premises in an intoxicated state
- Gambling and intimidation or violence and willful damage to property
- Using abusive languages. Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
- Cooking in the room or in the hostel premises.

12 DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule shall be subjected to disciplinary action. Moreover, depending upon the gravity of the offence if the hostel management committee so considers, the case may be forwarded to the institute disciplinary committee for further necessary action.

Hostel corridors and mess hall will be under CCTV surveillance, the recordings of the same will be taken as proofs for the misconduct.

13 FINE FUNDS

13.1 A fund, to be called the mess fine fund, will be created out of the fines collected from the defaulters of the mess dues. This fund will be utilized for the improvement in the mess

services, as decided by the mess committee. A separate account for this fund shall be maintained by the mess committee.

13.2 A fund, to be called the hostel fine fund, will be created out of the fines collected from the boarders of the hostel. The fund will be utilized for the improvement and upkeep of the hostel, as decided by the hostel management committee.

14 GRIEVANCE REDRESSAL

If any boarder feels aggrieved on any matter concerning running of the hostel or its mess, he/she may approach the hostel warden or care taker in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the hostel management committee may refer the case to the institute for further action.

15 RIGHTS OF HOSTEL MANAGEMENT COMMITTEE

The Hostel Management Committee reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the hostel notice boards.

16 APPELLATE AUTHORITIES

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Dean of the Institute through the Warden for redressal. The decision of the Dean on the matter shall be considered as final and binding.

**NON-COMPLIANCE WITH THE HOSTEL RULES WILL BE DEALT
STRICTLY**