

Sri Lakshmi International Hostel

RVS Nagar , Chittoor

HOSTEL RULES AND REGULATIONS

These rules are applicable to both Men / Ladies Hostels.

I. Admissions

1. Application for admission to the Hostel must be submitted in the office of the Warden.
2. The right of Admission to the Hostel is reserved. Admission to the SLIH will not be made as a matter of routine and it will be at the discretion of the Chief Warden.
3. The allotment of rooms to the applicants will be made by the Deputy Warden / AAO. The hostellers are not permitted to change their rooms once occupied without the written approval from the Warden.
4. Students are not permitted to vacate the hostel in the middle of academic year. Such of the students, who wish to vacate in the middle of the year will forfeit the amount paid by them
5. Students with chronic medical problems will not be admitted to the Hostel. By chance, if any student with chronic medical problem gets admitted to the Hostel, he/she will be asked to vacate the room immediately, when it is brought to the notice of Warden to enable the student to have proper medical care by the parent / guardian.
6. Regular absentees from classes, internal tests, university Exams and Students scoring less than the minimum pass marks in the internal tests and the University exams may not be permitted to continue to stay in the Hostel. In other words, admission and continued stay in the hostel depends upon academic performance and also on good behaviour and conduct. The Chief Warden's decision is final in this regard.
7. If a student is expelled from the College for any reason he/she should immediately vacate the hostel on the day of expulsion from the College. His / her continuance in the hostel will be treated as unauthorised occupation.

II. General Procedures

1. The hostel rooms are subject to inspection by the College / Hostel 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.
2. The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items it will not normally be possible to carryout any investigation. The hostellers are advised to keep their belongings in safe custody
3. Incase of Boys Hostel, after attending the college, hostellers are expected to report in the hostel latest by 6.00 PM every day. Inmates are permitted to leave the hostel with prior permission from the Warden / Deputy Warden. The permissions will be granted during working days between 5.00 and 6.00 pm and on holidays between 9.00 and 10.00 am.

The outing permissions are limited to 2 per week (Monday to Sunday). During working days, the outing timings are from 5.00 to 9.00 pm. Any how 30 minutes grace period is allowed but dinner may not be provided. On holidays, the outing duration should not exceed 6 hours in between 5.00 am and 9.00 pm. Their movements are to be recorded in the movement register available in the hostel office. In case of emergency they can approach the Care taker for the appropriate help if Deputy Warden is not available.

4. In case of Girls Hostel, after attending the college, hostellers are expected to report in the hostel latest by 5.30 PM every day. Inmates are permitted to leave the hostel with prior permission from the Warden / Deputy Warden. The permissions will be granted for outing during holidays between 9.00 am and 5.00 pm. (once in a week) and the outing duration should not exceed 5 hours. However they have to inform the same to the Care taker. Their movements are to be recorded in the movement register available in the hostel office. In case of emergency they can approach the Care taker for the appropriate help if Deputy Warden is not available.
5. The security guard has instructions to lock the gate after the stipulated timings as mentioned above.
6. If the students have any local relatives with whom they intend to stay during weekends, or if they have any local relatives who would like to visit them in the hostel, the names and addresses of such local relatives, duly authenticated by the parents/ guardians, should be furnished along with the application.
7. 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 Warden. Whenever they leave the hostel for vacations they have to inform the Warden in writing about their travel plan. They are also required to return on the specified dates and submit the slips, (slip is a part of the proforma) signed by their parents as an indication that they stayed with their Parents / Guardian during the weekends holidays/ vacations. In addition they have to "Check out" and "Check in" in the movement register kept with the security guard of the block.
8. Hostel inmates are required to submit the latest colour photograph of parent and parent approved guardian who will visit the hostel when ever required. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
9. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, TV's, electric irons or any electrical equipment without written permission of the Warden. Unauthorised possession will lead to confiscation of the goods.
10. Use of Computers:
 - Installation of computer systems in the hostel rooms should be done only after getting written permission from the Warden.
 - The usage of computer is for academic purpose only.
 - The College / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.

II. 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 Warden / AAO for getting accommodation in the Guest House, subject to availability of, the room in the Guest House will be provided on a nominal rent.

IV. Hostel Discipline

1. Strict silence should be observed between 9:30 pm & 6:00 am.
2. 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 of nuisance, annoyance or disturbance to others.
3. All hostellers have to be present in their respective rooms and keep open the rooms between 9:30 pm & 10:30 pm every day to enable the Deputy Wardens / Caretaker to take the attendance.
4. The hostellers are not to enter into any unnecessary conversation, discussions, quarrel or altercation with 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.
5. 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.
6. 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 College.
7. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
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 Warden is final and binding on the individual's concerned.
9. Day scholars are not allowed in the hostel.
10. Celebrating birthday parties inside the hostel is prohibited.
11. Collection of donation for any purpose (Religious / otherwise) is also strictly prohibited.
12. 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.
13. 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.
14. Walking along staircases should be silent, gentle without creating nuisance / noise to fellow hostellers.
15. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of the Deputy Warden and communicate the information to the Warden in writing.
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. Water should be carefully used and not wasted.
18. 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 room mates it should be reported to the Warden for appropriate action.
19. Absentees / Latecomers (without prior permission from the Warden) will be suitably fined.
20. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
21. 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. Mess Timings and Rules

1. All the students of the hostel should take their food in the allotted mess only.
2. 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.
3. 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.
4. 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.
5. The hostel kitchen is strictly "Out of Bounds" for the students.
6. Bringing food from mess to the sick persons in Hostels can be done, after getting the written permission from the Deputy Warden / AAO

VI. 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:
 - If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
 - If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates collectively.
 - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, 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 results in expulsion from the hostel.

VII. Arrangements at the time of Vacation

1. All hostel students (Boys & Girls) will vacate their rooms before proceeding on summer vacation.
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.

VIII. Health Care

1. Any hosteller, who is not well, should report to the Deputy Warden / Caretaker for appropriate advice.
2. If the sick person requires medical care by outside hospital 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 Deputy Warden / AAO / Caretaker for arranging the Vehicle.
3. A sick student should invariably be accompanied by 2 hostellers or a Caretaker, while going to outside hospital.
4. If the situation warrants, admission to an outside hospital as inpatient, the same is to be reported to the Warden immediately.
5. If any sick hosteller requires special diet, the individual should inform the mess supervisor through the Deputy warden concerned for making suitable provisions.

X. Other Facilities

1. English newspapers are provided in each Room. Hostellers are requested to make best use of them.
2. Common TV viewing rooms are provided and they are open upto 9:55 pm. (11 :00 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.
3. A washerman collects the clothes for washing on Mondays and Thursdays in the hostel itself. The hostellers can avail this opportunity.
4. The hostellers have to collect their mails from the letter stand.

X. 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.
2. Establishment Charges
 - a. The Establishment charges will have to be paid for each semester or each year as decided by the management.
 - b. The amount once collected is not refundable on any account. . .

XI. 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 AICTE 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/-

XII. 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 7 days prior to the date of departure to the International Dean 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.

XIII. Payment Policies

- All Payments related to the Institute should be paid in the form of Demand Draft only, payable at Chittoor, Andhra Pradesh
- Cash Payment Hours: 09.30 am to 04.30 pm
- Cash Receipt Hours: 09.30 am to 06.00 pm
- Refund of Hostel Caution Deposit will be made in the months of July for the related semesters.
- Before vacating the Hostel, the students are required to inform the Hostel/Mess authorities.