

# **The Gandhigram Rural Institute – Deemed to be University Gandhigram – 624 302**

## **HOSTEL RULES**

The aim of running the Hostels is to provide a home away from home for the students/residents who are away from their parents. These rules are framed for the common good and smooth functioning of the Hostel, harmonious fellowship among the inmates and all the residents are expected to abide by the rules. The senior residents are expected to set a good example to the juniors so that self-respect, self-confidence and spirit of accommodation shall be instilled in the minds of all the hostel inmates.

The life in the hostels is on the basis of a cooperative, democratic and a self-reliant community life, wherein the residents with their periodically elected leaders and in close co-operation with the staff, plan and carry out all the day-to-day activities such as cleaning the rooms and hostel area, maintaining community kitchen and organizing cultural and recreational programmes.

There are four hostels, two for boys and two for girls accommodating about 1600 students, Research Scholars and Working Women.

The Dean, Students Welfare is the Chief Warden of all the Hostels. There are Wardens, Deputy Wardens and Resident Warden for the respective hostels to assist him/her. In addition, there are five Matrons in the Ladies Hostel and one Mess Supervisor in the Boys Hostel. The hostels are under the ultimate control of the respective Wardens who are vested with the powers to enforce these rules.

Each block in every hostel has an individual representative elected by the residents and the mess representatives are appointed by the Warden. Any decision pertaining to the effective functioning of the hostel is taken jointly by the Warden, Resident Wardens and the Students Representatives.

The residents are expected to follow the rules and regulations strictly and cooperate with the administration to ensure smooth running of the hostel and effective delivery of services.

### **1. Admission and Accommodation**

- Eligible residents are given hostel admission through online mode only. He/She has to pay the Hostel fees through online mode only

- In matters of admission, the Warden can use his/her discretion and may refuse admission for a student without assigning any reason.
- Students hailing within the radius of sixty kilometers from the hostel will not generally be given admission. If vacancy arises, the request of local students will be considered on a priority basis.
- Residents seeking readmission to the hostel should have cleared all the previous year's dues.
- Residents in the hostel who resided in the hostel in an earlier occasion cannot claim as matter of right to membership in subsequent years.
- Every inmate before joining the hostel must give an undertaking that he/she will abide by the rules of the hostel and shall adhere to the disciplinary measures enforced by the authorities.
- Allotment of rooms shall be made by the Deputy Warden under the supervision of the Warden.
- No room shall be allotted to any member unless he/ she pays the mess deposit/ caution deposit, establishment charges, and Room rent, water and electricity charges fully.
- Residents may be shifted from one room to another by the Warden, Deputy Warden without assigning any reason.
- Residents must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the respective Wardens.

## **2. General Discipline**

- All residents are required to maintain standards of behavior expected.
- All residents are required to always carry their valid Identity Card issued to them by the institution and they should produce the ID card on demand.
- The rooms, common areas and surroundings of the hostel should be kept neat and clean.
- No resident should be absent from the hostel without obtaining prior permission of the Warden/Deputy Warden. If the resident find it necessary to leave the hostel urgently on an emergency, he/she shall report, before departure, the reasons for absence in writing to the Warden/Deputy warden. The resident shall also report in writing to the Warden/ Deputy Warden the date and time of his/her expected return to the hostel.
- Resident shall be in their rooms by 8.00 p.m. and should maintain absolute silence during study hours from 8.00 p.m. to 10.00 p.m.
- Photography and filming will be made but that shall not affect the privacy of other residents.
- Common areas in the hostel are under CCTV surveillance for safety and security of the inmates. The residents are advised to maintain modesty in dressing and maintain decorum. He/She should not obstruct or change the view of CCTV by any means. If so, he/she will be punishable either by Monitory (or) disciplinary mode based on the seriousness of the situation / issue.

- Residents are prohibited from collecting money or donations for any purpose in the hostel without the permission of the Warden.
- No one shall indulge in any kind of, violence, rioting, and instigate communal hatred or have dealings with outside organizations in the hostel premises. Such indulgence may lead to expulsion from the Hostel and the Institute.
- No resident will be allowed to organize meetings of any type without the permission of the Warden.
- Ragging in any form is strictly prohibited. Residents suspected of having involved in ragging will be suspended from the hostel institute immediately without any enquiry.

### **3. Strictly Prohibited Acts / Behaviors in the Hostel Premises are**

- Ragging of residents admitted in the institute.
- Consuming non-vegetarian food in the hostel.
- Cooking in rooms and with in the Hostel premises.
- Possession and consumption of alcoholic beverages, drugs and other intoxicants
- Arranging functions and meetings without prior permission of the hostel authorities.
- Taking part in any procession inside the Institute.
- Private collection of funds donations.
- Shouting and usage of abusive language.
- Dealing with outside organizations.
- Demanding special services from the mess workers.
- Accommodating day-scholars, former resident/parents either outside or inside the rooms.
- Using personal gadgets like hotplates, stoves, electric stoves, electric irons, or any other gadgets.
- Wasting water, food and electricity.
- Entertaining vendors.
- Keeping weapons.
- Playing cards and gambling.
- Keeping valuable belongings including two wheelers and cars.
- Engaging private servants.
- No resident should enter or stay in the hostel without permission during the working hours of the Institute.
- Resident should not wander in the campus after 10.00 p.m.

### **4. Functioning of the Mess**

- Pure vegetarian food is served to the residents in the hostel
- No special diet is served to any resident. However, modified diet may be provided, on request.
- Special dishes cannot be claimed as a matter of right, but will be provided occasionally.
- Food will be served in the mess as per the following schedule:

<b>Breakfast</b>	<b>: 07.15 am</b>	<b>to</b>	<b>08.45 am</b>
<b>Lunch</b>	<b>: 12.45 pm</b>	<b>to</b>	<b>01.45 pm</b>
<b>Evening tea</b>	<b>: 05.00 pm</b>	<b>to</b>	<b>06.00 pm</b>
<b>Dinner</b>	<b>: 07.00 pm</b>	<b>to</b>	<b>08.00 pm</b>

- The mess charges per month will be fixed based on the dividing system.
- Mess bill will be notified at the latest by the 5<sup>th</sup> working day of the following month.
- Members shall pay the boarding charges on or before the 15<sup>th</sup> of the notified month, failing which they will be imposed a fine of 1% of boarding charges. Unless the payment proof is produced in the respective Hostel Office, they will not be allowed to dine in the mess.
- Payment can be made only online mode.
- Residents failing to clear the mess dues for two consecutive months will be expelled from the hostel and such residents will be readmitted into the hostel at the discretion of the Warden on payment of the mess dues in full together with a re-admission fee of Rs. 1000/-
- Reduction will be permitted in the boarding charges only when he/she avails leave for more than 4 days (using (N-4) formula (i.e) N denotes number of days of leave). The residents have to submit reduction form in advance of availing leave.
- Only one mess reduction will be allowed per month.
- Members should not eat more than once at any time.
- Residents should come to the mess in formal dress.
- Transfer of one member's food to another member is not allowed on any account.
- No mess reduction is permitted during examination days.
- Residents should bring their own plates, tumblers and spoons for their use.
- Leftovers in the plate should be disposed properly. It in the waste bin and should not be left on the dining table.

#### **5. Study Hours**

- Residents should strictly follow the study hours from 8.00 p.m. to 10.00 p.m., during they should maintain complete silence.
- Mobile phones should be put on silent mode/switched off during study hours.
- During study hours, rooms should be kept open.
- The lights should be switched off by 10.00 p.m.

#### **6. Movement Register**

- Residents should get permission from the Warden/ Deputy Warden / Resident Warden whenever they leave the hostel for purposes other than attending to their regular classes. In such cases, they should enter their name, place of visit, purpose and time of leaving and the expected time of arrival in the movement register kept with Matron/ Watchman. Residents should return to hostel before 6.00 p.m. without fail. They must indicate the time of return in the movement register when they return to the hostel.

- Residents involved in any kind of dispute / misbehavior in the hostel will attract disciplinary action including suspension from the hostel/ programme without making any enquiry.
- PG Residents leaving the hostel for research or other academic matters should get permission from the Warden or Deputy Warden on the recommendation of the Head of the Department.

**7. Leaving the Hostel premises**

- PG residents should submit a standing permission letter signed by their parents in the presence of the Warden (Women's Hostel) or Deputy Warden at the time of admission in the hostel. Without the standing permission letter, the resident will not be permitted to leave the hostel in the middle of the semester.
- The residents are not permitted to go to guardians' residences for overnight stay, unless there is a specific written request from the parents.

**8. Health Care for Residents**

- Any physical indisposition should be reported to the Resident Warden / Matron / Deputy Warden (Women's Hostel).
- Immediate health care / first-aid will be arranged in case of health issues by the Hostel Administration. At the same time, parents / guardians will be informed about the health condition of the inmate.
- Advanced health care, if needed, has to be provided by the parents / guardians.

**9. Handling of Fittings, fixtures and Furniture**

- Willful damage caused by the residents to the buildings, fittings and fixtures such as those in rooms, bathrooms, toilets, verandah, wash basins, etc., will be recovered at double the prevailing cost either from the individuals, if identified, or collectively from the inmates of the hostel causing the damage.
- Common Breakage of Rs.500/- (prescribed from time to time) will be uniformly collected from the hostel residents while they vacate the hostel.
- On no account should any bulb or tube light be removed either from the staircase, verandah, or other places in the hostels.
- If a bulb blows up during their stay in the hostel, it should be replaced only at their cost by the Residents.
- Defacing of walls, doors and windows with paintings, fixing of posters, writing, etc. is strictly prohibited and those who violate will be severely punished.
- Residents should not handle electrical wiring on their own. Any defect in the electrical system should be reported to the Resident/ Deputy Warden in writing.

**10. Vacating the Hostel Room**

- No resident once admitted to the hostel shall vacate it without the written consent of the parent/ guardian and without the permission of the Warden, unless otherwise expelled on disciplinary grounds.

- The residents should handover their rooms in the same condition with which they took over room to the Warden at the end of each academic year, failing which they will be charged for damages noticed after they vacate the hostel.
- The residents must produce a letter forwarded by the HOD concerned while vacating the hostel.

#### **11. Additional Rules for Ladies Hostel**

The following rules and regulations are supplementary to the General rules and the regulations given above:

- Modesty in dress should be maintained all the time.
- No resident is permitted to stay outside the hostel during night without the written permission of her parents and the written permission of the Warden.
- No residents (Except Ph.D) are permitted to go home on weekend holidays and semester holidays provided the Parents/ Guardians come in person to take them home.
- Residents are advised not to keep expensive jewellery and heavy cash in their rooms.
- Residents are expected to be vigilant and protect their own personal belongings. The authorities will not be responsible for the safety of the articles in their rooms.

#### **12. Visitors**

- At the time of admission, each inmate will be given one visitors card.
- The parents have to declare the visitors and his/ her relationship. Only the visitors duly declared by the parents will be permitted to visit the resident during visiting hours.
- Guests are not permitted to stay overnight in the hostel under normal conditions.

#### **13. Disciplinary measures**

- Any student who is found indulging in activities such as ragging, physical assault, damage to property, causing inconvenience to other residents, non-compliance or violation of any of the rules given in this manual or such measures enforced by the authorities from time to time will be subjected to disciplinary action as follows:
  - Expulsion from the hostel without making any enquiry
  - Making a record of misconduct in his /her personal file
  - Full recovery of cost of damage together with penalty from him/her
  - Imposing fine commensurate with the offence committed
  - Denial of privileges of appearing for campus interviews
  - Providing no referral to him/her for studies abroad
  - Rustication from the institution
- Any student found hosting/ harboring an offender will also be liable to the punishments mentioned in the rules.
- Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.
- The Warden has full powers to inflict on offenders punishment in the form of fine, suspension and expulsion from the hostel.
- Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the resident are found guilty, then the

Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion from the Hostel/Institution.

**THE AUTHORITIES HAVE THE RIGHT TO AMEND THE RULES AND  
REGULATIONS OF THE HOSTEL AT ANY TIME.**

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