



Maitrey Educational Society's

Nagarjuna

Institute of Engineering, Technology & Management

Hostel Policy



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The Institute provides hostel accommodation with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute's Administration may refuse accommodation to any student/trainee known to have violated the Hostel Rules or whose presence is likely to disturb the peace and tranquillity of the hostel. Violation of hostel rules will make the student/trainee liable to disciplinary action including permanent expulsion from the hostel and course of studies. Students/trainees must remember that the hostel is the home of the student on the campus and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and the Institute. A student/trainee once admitted to the hostel, will continue to be a hostel inmate throughout the training period unless otherwise debarred from the hostel on disciplinary grounds by the Disciplinary Committee constituted by the Director, NIEPVD or he/she desires to withdraw from the facility. Every student/trainee must be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of rules will not be considered as an excuse.

ROOMS

1. Every student/trainee should occupy the room allotted to him/her. Change/mutual exchange of rooms after final allotment is not allowed. However, only the Hostel Warden may allow it as a special case on valid and reasonable grounds.
2. Only the admitted students/trainees are allowed in the hostel i.e. no squatting or loitering within the hostel premises by non-residents is allowed.
3. Male students and trainees are strictly forbidden from entering the Women's Hostel and female students from entering the Boy's Hostel. Similarly, entry of senior male students/trainees is strictly prohibited in the dormitory of junior students.
4. Formation of Association of Students and Trainees based on regions, caste, creed, or otherwise is not permitted, during their stay in the hostels.
5. All the students and trainees have to be present while the Hostel Warden takes daily roll call/attendance. The time of the roll call or attendance will be fixed/intimated to the students and trainees by the Hostel Warden.

6. The gates of the men's hostel are closed from 9.00 p.m. to 5.00 a.m. The security guards will be available on call, in case of emergency.
7. Similarly, the gates of the girl's hostel are closed from 6.00 p.m. to 6.00 a.m. during winter and from 7.00 p.m. to 5.00 a.m. during summer.
8. Students and trainees have to abide by the bedtime i.e. 10.00 p.m. in the night.
9. Students and trainees will be responsible for keeping their rooms, corridors, and surroundings clean.
10. Students and trainees are advised not to keep large amounts of money and valuable articles. The Institute will not take any responsibility for any loss/damage.
11. The students and trainees are cautioned to be very careful about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned Hostel Warden.
12. All students and trainees are expected to use water economically. They are also expected to ensure that the water taps are closed when not in use.
13. Lights and fans should be switched off when not required. Use of electrical appliances such as heater/kerosene stove/inflammable items inside the hostel's room is strictly prohibited.
14. All students and trainees are expected to safeguard the properties of the Institute available for common use and the fittings and fixtures in the hostel. Any type of unwarranted damage done to the hostel's property has to be borne by the Students and Trainees based on the cost estimate of the damaged item prepared by the Institute. This includes furniture, electrical fittings, fixtures, doors, windows, fixtures in the toilets, beddings etc.
15. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same, as may be assessed, will be distributed equally amongst a group of inmates of the hostel found responsible for the damage.
16. No student/trainee is expected to be inside the hostel during class hours and in case he/she is required to be inside the hostel due to sickness etc., the same will be intimated to the Warden well in advance with a prescription from the Dispensary of the Institute. If any of the student/trainees is found outside during class hours, he/she will be marked absent in the class attendance register and necessary action will be taken against him/her.
17. No student/trainee is allowed to take out the mattress / bed sheets / chairs etc., on their own for use outside their rooms.
18. The students/trainees are strictly prohibited from consumption of alcohol, drugs, cigarettes and all other intoxicating substances in the hostel/ dining hall /campus. Any student/trainee found consuming such a thing or in a drunken state in the hostel or anywhere on the campus will render himself/herself liable for strict disciplinary action, including expulsion/rustication from the Hostel/Institute at short notice. 3

19. No student/trainee should keep any firearms, sharp-edged or lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students/trainees must not take the law into their own hands but must report all disputes to the hostel Warden /Administrative charge. All kinds of shouting, fighting, gambling, stealing, smoking, drunkenness and night outings are strictly prohibited. Any case under Prevention of Children for Sexual Offences (POCSO) or any case of sexual harassment is to be directly reported to the Police as per the POCSO guidelines with concurrent permission of the Director, NIETM. Students/Trainees are, therefore, strictly warned against it.
20. Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. The Institute's administration may report incidents of ragging to the Police for taking appropriate action under the law.
21. All trainees/parents/guardians have to abide by the hostel rules amended by the institute from time to time.
22. Rudeness to the Hostel Warden and other members of staff in the hostel/mess will attract severe disciplinary action. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

MESS

24. Hygienic vegetarian food is prepared and served to all the hostel inmates during their stay in the hostel. 25. Timings of the mess are as follows

Timings Breakfast 7.30 a.m. to 8.30 a.m. Remarks Lunch 1.00 p.m to 1.30 p.m. to 2.00 p.m.
Dinner 7.30 p.m to 8.00 p.m.
26. Students/trainees are required to strictly follow mess timings and no student/trainee is allowed to take food to the rooms. All hostel inmates are advised to always maintain decent table manners.
27. Students/trainees are not allowed to take or keep food in their rooms for their friends for their consumption later.
28. No student/trainee is allowed to cook food in the room.
29. The mess committee consisting of the institute's staff and student/trainee representatives will decide about the menu which can be considered for modification during the mess committee meeting only. expected
30. If there is any complaint about the meals, the hostel inmates are to inform the Mess charge/Hostel Warden/Administrative Warden and register their complaint in the Complaint Register kept in the respective hostel and mess. Assistance in registering the complaint will be provided by the Hostel Warden/Lady Supervisor/Asstt. Catering Officer.
31. All the students/trainees are expected to be courteous to the kitchen/cleaning staff.
32. Food ordered from outside/restaurant or online will not be permitted under any circumstances.

Hostel Inmates Movement

33. The hostel inmates shall not leave the campus without prior permission and gate pass from the Warden /Hostel Warden as the case may be. They shall have to apply in the prescribed form in advance stating the reason for leaving, departure & arrival time and the address of destination. Hostel students/trainees who leave the hostel without permission from the concerned Hostel Warden shall be deemed to be missing and their Parent/Guardian/Police Authorities may be intimated in consultation with the Director, NIEPVD. The warden will issue a gate pass which is to be submitted to the security guard on the main gate after recording the outgoing time. Trainees are expected to return to the Centre/Hostel within the time allotted to them. While returning also, they have to report to security at the main gate about their return and they are also expected to inform the Warden immediately.
34. No out pass will be issued after 6.00 p.m.
35. During vacations, students/trainees must deposit the key with the Hostel Warden.
36. During holidays if the trainee wants to go out of Dehradun, they are expected to apply in requisite form indicating the place and purpose of visit.
37. Visitors/relatives are generally allowed to meet the students/trainees with the permission of the Warden during off hours only. They are expected to restrict their meeting time within one hour and they have to be in the visitors place only.

RESPONSIBILITIES OF HOSTEL MANAGEMENT

38. Any breach of these rules will invite an enquiry. If the student/trainee is found guilty, then the Institute's 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 at short notice from the hostel/course. 43. The Institute's Administration reserves its right to change these rules from time to time keeping the students/trainees informed.

MEDICAL FACILITIES

39. Medical facilities will be provided to the hostel inmates for common diseases by the Institute's Dispensary and by taking them to the local physician. If advised by the local physician for speciality treatment, they will be taken to the concerned speciality centre after getting acceptance from the parents. In case of prolonged illness, the student/trainee will be sent home with the parents/guardian and will be readmitted after producing a medical fitness certificate.

Hostel Incharge
Miss. Diksha Bansod
Mr.Prakash Ingle