

PART C: CODE OF CONDUCT FOR HOSTEL STUDENTS

1.1: Accommodation

1. As per the institution policies, accommodation in the hostel is not a matter of right. No rights reserved with the students to claim hostel accommodation.
2. Accommodation facilitates shall be made on first-come first-serve basis.
3. A minimum 1 year stay in the hostel shall be compulsory. No student allowed to vacate hostel between the academic year. After 1 year, if a student wishes to vacate, he/she shall serve 2 months prior notice before commencement of next academic session.
4. Allotment of rooms as decided by the college authorities. No student shall make changes in the allotment of rooms.
5. Don't lock room with personal key. Use lock & keys given by the hostel authorities.
6. No student shall be allowed to share his/her room with others who is not an authorized occupant of the room.
7. Student shall not enter rooms of other students without permission.
8. Students residing in the hostel will be staying at their own risk, liability and consequences.
9. Visitors are not allowed beyond the visiting area. No outside guest shall be allowed inside the hostel. Parents / relatives of bonafide student shall not be permitted to stay in hostel rooms.
10. College authorities reserve the right to vacate students from hostel by giving a notice of 3 days without assigning any reason for expulsion.
11. College authorities have the right to discontinue hostel accommodation given to a student on account of misconduct and/or violation of rules & regulations of hostel/college.

1.2: Care of hostel assets, property & others

1. Student must keep hostel rooms & its surrounding clean. Drawing, defacing walls, equipment, furniture etc. strictly prohibited.
2. Damaging or destroying hostel properties strictly prohibited. Furniture & fixture must be cared properly.
3. Students are prohibited from interchanging any furniture / fixture from one point / location to another.
4. Student shall not bring any extra furniture or fixture in the room.
5. Lights / fans and other electric appliances must be switched-off while leaving the hostel room or when they are not in use. Amount of money saved through economy in use of electricity can be utilized for improvement of facilities to the hostel.
6. Room lights must be switched-off before 11 pm, only study lamps allowed.
7. Close water taps when not in use. Do not waste water unnecessarily.
8. Dispose sanitary pads in the pad-incineration-machine. Waste, trash, etc shall be disposed in the dustbin, and make sure of not throwing such things anywhere that blocks-up drainage system.
9. Students shall keep their room, verandah and surrounding areas clean at all times.
10. No wet clothes shall be dried on furniture or in the corridors/ balconies.
11. No students shall store any cooked food in the room.
12. If any common property damaged or lost, the same shall be charged in equal shares that are in common use of said property.
13. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
14. Students will be required to pay double the original cost of any college item found missing from their room. Students will also be required to pay twice the charges of repair to college items that found to have will-fully damaged or have been damaged on account of misuse.

1.3: General rules of hostel

1. Student shall follow hostel rules & regulations to ensure safety practices and their well-being.
2. Students are advised not to keep any cash / jewellery or any costly items in the room. Hostel authorities will not be held responsible for any loss of money, jewellery or any personal belongings of students.
3. College will provide lights only once at the time of admission.
4. Do not use electric stoves, cylinder gas, heaters/ immersion rod, induction cooker etc in the rooms. If found, such electric appliances shall be seized with a penal of Rs. 1000/-.
5. No student shall bring or store any firearm, ammunition, explosive, harmful weapon, or any inflammable goods in the hostel premises.
6. Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
7. It is mandatory to undergo medical check-up at Dr. PDMMC & Hospital every 6 months.
8. Students shall report the hostel warden if any student falls sick or need to hospitalized. In case of medical emergency, the student will be shifted to the Dr. PDMMC & Hospital.
9. Student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
10. Not to bring discredit to the hostel or to themselves. Insubordination and rude behaviour of any kind inside or outside the hostel shall be severely dealt with.
11. Any changes in the contact address / phone number shall be informed to hostel authorities.

1.4: Discipline

1. Students shall be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc forbidden outside the room.
2. Students shall treat the warden and housekeeping staff with due courtesy at all times. Services of housekeeping staff shall not be utilized for private or personal work. No tips in cash or a kind gift shall be given to the hostel staff.
3. Strict silence shall be observed in hostel from 10.30 pm to 5.30 am. Care should be taken at all times to ensure that music \ loud talking is not audible outside the room.
4. Loitering in hostel campus will not be appreciated.
5. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
6. Do not use mobile phone after 10 pm. Phones of those at-fault shall be confiscated.
7. Recreational facilities to be turned off-by 10.30 pm.
8. Birthday / other celebrations are strictly prohibited.
9. Smoking, alcohol & narcotic consumption strictly prohibited in & around the hostel premises.
10. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the government.
11. Students shall exhibit highest order of self-esteem & self-respect and prohibit themselves from indulging in anti-institutional, anti-national anti-social communal, immoral or political expressions.
12. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.

1.5: Attendance / in & out timings / visitors

1. Adhere to hostel attendance rules, in & out timings etc.
2. Biometric attendance compulsory to record physical presence. A student must use biometric machine while coming in & going out of the hostel premises.
4. Use gate register to record the reason of outgoing. Follow outgoing & incoming timings for the purpose of shopping, purchase, and other basic needs.
5. Hostel gate closes by 8.30 pm.
6. Daily Attendance shall be marked at 8.30 pm every day. Thereafter no student shall be allowed to go out. Attendance may also be taken randomly to ensure the physical presence of every student.
7. If any student arrives frequently late, he/she may be brought to the principal's office for disciplinary action.
8. No student shall leave the hostel premises without permission of warden. In such case, he/she shall be expelled from the hostel.
9. If any student absent continuously for 15 days, he/she shall be expelled from the hostel.
9. Night out shall not be allowed without the substantial reason. The Principal may still permit the students in exceptional circumstances and it shall be conveyed to the warden in writing.
10. Students may be permitted to go home during holidays with a written permission. Use printed format of leave application provided by the hostel to avail holidays / vacation.
11. Sign in the daily attendance register every month for the purpose of record. Also sign in the Monthly Attendance Report as provided by the warden.
12. Parents and guardians are allowed to visit only on specified date & time, and it shall be recorded in the visiting register.
13. Visitors allowed only in the visitor's lobby on the service floor. No student shall take them to the room.

1.6: Hostel fee / caution deposit

1. Student must pay a caution deposit at the time of admission.
2. Hostel fee to be paid on 10th of every month. If not, a penal of Rs. 50/- per week shall be charged against the late payment.
3. Hostel fee to be made in favour of Principal, Dr. PDNI Amravati.
4. Hostel fee receipts to be kept safely, and produce it on demand by the hostel authorities.
5. Student shall clear outstanding hostel fee before leaving for vacation.
6. No students are entertained to stay in the hostel, if he/she doesn't follow the rules of hostel payments. However, in an exceptional case, a student can obtain permission from the college authorities to stay in the hostel in case of non-payment, provided an assurance of payment in the due course.
7. Course completion certificate and original documents will not be issued unless outstanding hostel fee is cleared.

1.7: Mess rules

1. Mess compulsory for all students residing in the hostel.
2. Student shall pay food expenses for one month in advance on 1st of every month.
3. Mess timings shall be strictly followed by the students:
 - Breakfast - 7.30 am to 8.30 am
 - Lunch - 1 pm to 2 pm
 - Dinner - 7.30 pm to 8.30 pm
4. Food will be served only in the designated dining hall during the specified timings.
5. Keep your dining clean & dry.
6. Do not waste food & water. Discard food waste hygienically in a specified place and wash your plates.
7. Students are not allowed to share the hostel food.
8. Outsiders are not allowed in the mess. Outside food / food boxes are strictly prohibited in the hostel.
9. Student must inform their non availability to the mess supervisor well in advance.

Note: These hostel rules may be revised from time to time without assigning any reason. Principal shall be the final authority in interpretation of hostel rules. And matters not covered in these rules are left to the discretion of Principal, and his/her decision shall be a final.

Principal
Dr. PDNI Amravati