



## **HOSTEL RULEBOOK: JULY 2021**

Version : 5

# HOSTEL RULES FOR STUDENTS

## 1. HOSTEL RULES (as per student Handbook)

Hostel facilities, wherever applicable, will be governed by the rules and regulations issued by the concerned authorities.

1.1 Unless otherwise provided for, hostel seats will be allotted on '**first come first served**' basis.

1.2 For a student coming to study from outstation locations, the institute may insist upon being informed of the details of a local guardian, and for any purpose might like to contact the latter.

1.3 In the matter of allotment of rooms/seats, the decision of the hostel authorities need to be followed. No change of rooms/seats or shifting of furniture / other items should be made without prior consent of the hostel authorities.

1.4 Hostel charges and food charges are to be paid according to the respective payment schedule and modes.

1.5 All boarders will be required to follow the rules of the respective hostels with regard to

- entry/exit timings
- recording of entry/exit
- obtaining of prior permission from appropriate authorities for staying out/leaving the hostel, etc. for which the hostel authorities may insist upon a letter from the parent/guardian etc.

1.6 Smoking/chewing of tobacco/consumption of alcohol or any other intoxicants are strictly forbidden anywhere inside the hostel.

1.7 The general academic atmosphere in students' hostel must be maintained; especially in recognition of the fact that the students of different courses may have different examination schedules.

1.8 Personal earphone/headphone may be used by a student without disturbing others in the hostel/room.

1.9 Damage to hostel property in whatever form will need to be compensated for by the students as per the decision of the hostel authorities.

1.10 Water, electricity and any other facility provided at the hostel, should be used with care and without waste.

1.12 Visitors may be allowed to meet a boarder only between 7 am and 8 pm and in the designated visitors' place in the hostel. Under no circumstances visitors must be taken into or allowed to enter the student's room.

1.13 Students may not be allowed inside the hostel premises during their class hours, excluding lunch break, unless they have obtained prior permission from the Warden.

1.14 Day scholars are not allowed to enter or stay back in hostel premises without prior permission in writing from the designated hostel authority.

1.15 Under no circumstances will boys be allowed into the girls' hostel and vice versa.

1.16 Ragging in whatever form is strictly banned in hostel premises as per Hon'ble Supreme Court directives. An affidavit is to be submitted online both by the student and the guardian ([www.antiragging.in](http://www.antiragging.in)). Hard copies of the affidavits are to be handed over to respective hostel wardens on hostel entry.

## 2. HOSTEL REGISTRATION FEE

All optional hostelite must pay a one-time non-refundable '**Hostel Registration Fee**' as mentioned in the Application Kit for confirmation of allotment of seat.

## 3. HOSTEL CHARGES AND FOOD CHARGES

There are two components of payment in respect of hostels –

3.1 **Hostel Charges** (Lodging Charge): are payable in full for the entire semester including periods of vacation, summer/industrial training etc. Seats will remain reserved for students for such periods.

3.2 **Food Charges:** Taking food from the hostel is compulsory for all hostelites. Food charges are also payable in full for the entire semester including periods of vacation.

3.3 However, only in the following two situations and with prior intimation hostelite need to pay only 5% of the food charges for following periods of absence duly approved by authorities:

- (i) Summer Training of two months' duration, and,
- (ii) Industrial Training of one Semester's duration.

3.4 Before the beginning of every academic year (July to June), Hostel Charges (Lodging Charge) and Food Charges applicable for the ensuing academic year will be announced. However, interim revisions (especially in the food charges) may be effected during any academic year at the discretion of the institute, if the situation so warrants.

3.5 Any revision/interim revision in hostel charges (lodging charge) and/or food charges will be intimated through the hostel notice board only and not through any individual communication to students/parents and/or guardians.

3.6 Students are advised to ensure that these are communicated promptly to their parents and/or guardians.

3.7 Both hostel charges (lodging charge) and food charges are for one year (12 months period) compulsorily and are also non-refundable.

### 3.8 Charges for the Academic Year

#### 3.8.1 Hostel Charges (Lodging Charge)

Hostel charges (lodging charge) will be as per the Fee Structure handed over during the time of Admission. Any changes will be notified from time to time as applicable

#### 3.8.2 Food Charges

Food charges will be as per the defined charges mentioned in the Application Form. Any changes will be notified from time to time as applicable.

#### 3.8.3 When and How to Pay

|                                    |  |  |
|------------------------------------|--|--|
| <b>Hostel Charges</b><br>(Lodging) | In advance for every half-yearly, viz. on or before <b>30<sup>th</sup> Nov and 31<sup>st</sup> May</b> for each session. | By Cash or by Cheque/ DD favouring "NSHM Academy" payable at Durgapur  |
| <b>Food Charges</b>                | Both the Fees for Lodging and Food will have to be paid together   | Directly payable to canteen as per existing process in cash or cheque/ DD favouring "Synergy Kitchens and Hospitality Private Limited" |

N.B. : In case the first day of the 'payment month' is a holiday, the working day immediately preceding that day will be treated as the 'payment day' (last date for payment).

### 3.9. LATE FEES

3.9.1 After the payment day (i.e. 30<sup>th</sup> Nov or 31<sup>st</sup> May, as applicable) fees may be paid in full (both hostel charges and food charges) along with a late fine of Rs.250 up to 10<sup>th</sup> of the payment month.

3.9.2 Between 11<sup>th</sup> and 20<sup>th</sup>, the late fine is Rs. 500.

3.9.3 Between 21<sup>st</sup> and the last date of the month, the late fine is Rs. 750.

3.9.4 In case fees are not paid by the last date of the payment month along with the applicable late fee, a student becomes a 'permanent defaulter' and is not entitled to any hostel services unless re-enrolled at the sole discretion of the institute and on payment of a re-enrollment fee of Rs 3,750/- in addition to the late fine of Rs.750.

3.9.5 Failure to pay hostel charges in full (i.e. both hostel charges and food charges) will continue to attract late fees in full according to the aforesaid slabs.

### 4. APPLICATION FOR ALLOTMENT OF HOSTEL SEAT

Students interested in availing of hostel facility are required to fill up the Hostel Application Form available online within the prescribed date.

#### 4.1 Allotment of Hostel Seats

Allotment of hostel room/seat will be done by the hostel authority and no choice of room/seat would be entertained.

4.2 No change of room and belongings is permitted without prior consent of the Hostel Warden. Any violation of this rule may lead to appropriate disciplinary action(s) against the concerned hostelite(s).

### 5. EXTENSION OF COURSE DURATION OR REPETITION OF SEMESTER/YEAR

If for any unavoidable reason the course duration is extended or the student is required to repeat a semester/year etc. along with the next batch, hostelites will be required to pay hostel charges (lodging charge) and food charges for the extended/additional periods.

### 6. DISCONTINUANCE OF HOSTEL STAY BY A STUDENT

6.1. A written request for discontinuance of stay with effect from next July is required to be submitted, under the signature of the guardian

during the period January to March to the Hostel Warden. Existing hostelite is assumed to be continuing his stay in hostel for next one year, if no such request is received by end of March. No intermediate discontinuation of hostel lodging and canteen food charges are permissible.

6.2. Once a request for discontinuance of stay is made as above, the Institute may allot the seats otherwise. Therefore, continuance of stay from next July can no longer be taken as a matter of right. No hosteller is allowed to leave from 01 April till 30 June as the seats allotted to them has been finalized. However, in an unavoidable situation an amount of Rs. 2,500 per month will be charged for the same.

6.3. Before completion of one full year of stay, an optional hosteller may leave the hostel only by paying the hostel charges (lodging charge) for the balance of one full year or for three months, whichever is higher, and a notional food charge @ 5% of normal food charge for the period for which he/she will not actually stay in the hostel.

6.4. For discontinuance of hostel facilities, a student has to clear all hostel dues, complete formalities known as 'permanent hostel leaving formalities', and obtain clearance and permission from the hostel authorities before leaving.

## **7. RE-ADMISSION**

An hostelite who has left the hostel or discontinuation approved, will need to obtain re-admission. Re-admission is also applicable to a student whose hostel facilities have been discontinued for non-payment of hostel charges (lodging charge) and/or food charge.

7.1. Any re-admission request will be considered subject to availability of seat and on payment of hostel registration fee afresh.

7.2. If a student is suspended/debarred from hostel facilities by the Institute/Hostel Authority, re-admission request would be considered only on production of a 'No Objection Certificate' from the concerned authority.

## **8. PERMISSION FOR NOT STAYING IN HOSTEL OVERNIGHT, ON HOLIDAYS / PERIODS OF VACATION, DURING SUMMER/INDUSTRIAL TRAINING**

8.1. Permission has to be obtained by every hostelite for not staying in hostel for any period of time. It is necessary that the responsibility to avoid wastage of food is held and discharged collectively and students take special care for this.

8.2 While applying for permission, the student should also inform the date and time of return along with the details address of the leave station with contact number.

8.3. Obtaining permission to stay away from the hostel does not mean obtaining leave from the academic/extra curricular activities of the institute and vice versa. In other words, every hostelite will be required to follow the leave rules of the college separately. Any application for leaving the hostel will, therefore, require concurrence of the concerned department Head on the application form itself.

8.4. Permission to stay away from the hostel overnight will not be granted to any hostelite as a routine practice. Only on special/extraordinary situations such permission may be accorded (subject to item 6) based on a written application by the hostelite, duly recommended by the concerned department Head and duly approved either by the Principal of the College or the Head – Administration of the Institute.

8.5. Permission to stay away from the hostel when the institute is open will also not be granted to any hostelite as a routine practice. Only in case of any exigency such permission may be accorded based on a written application by the hostelite, duly recommended by the concerned department Head and duly approved by the Principal of the College. The institute may insist upon production of medical certificate/letter from the parent/guardian in such cases.

8.6. Subject to item 6, all hostelites are permitted to leave the hostel on weekly holidays and other institute holidays as also during periods of vacation, by submitting an application for this purpose to the Hostel Warden in the prescribed application form.

8.7. The guardian of a hostelite not wanting his/her ward to leave hostel overnight and on holidays other than vacations, may submit a declaration to that effect (draft available with the Hostel Warden) whereby his/her ward will not be allowed to leave the hostel overnight and on weekly holidays/other institute holidays. This will not, however, be applicable for periods of vacation, when all hostelites will be permitted to leave the hostel.

8.8. Permission to hostelites for leaving the hostel may be granted on the basis of application given by the student himself/herself only. Informing the parents / guardian about such absence will be the sole responsibility of the student. It will not be possible for the institute/hostel authorities to either inform or obtain consent from the

parents/guardian. The latter may particularly note these rules regarding permission to leave hostel.

8.9. The institute/hostel authorities will not be responsible for any incident / accident inside or outside the institute/hostel premises concerning a hostelite who has obtained permission of absence.

8.10. While disciplinary action will be taken against any hostelite absenting himself / herself from the hostel without submitting an appropriate application and without obtaining approval thereupon, the institute/hostel authorities will not be responsible in any manner for a student who leaves the hostel without permission.

8.11. All students will have to vacate the hostels during compulsory vacations during which canteen will be closed and maintenance activities will be in progress. No student will be allowed to stay during these periods.

8.12. If a hosteller remains absent from hostel for next 24 hrs without information, College authority has a prerogative to inform police authorities about his/her missing from hostel and college authorities will not be held responsible for any incident/accident during such period.

## **9. MEDICAL FACILITY**

9.1. The Hostel Warden will extend support to hostelites for contacting the Medical Officer or a hospital, if it is so required. The institute will extend all possible normal support services in case a hostelite requires such medical attention like outdoor treatment/ hospitalization.

9.2. All charges for outdoor treatment /indoor hospitalization etc. will need to be borne by the concerned hostelite.

9.3. In case of hospitalization, the guardian will be informed, as per the records available with the hostel. It is, therefore, the responsibility of the hostelite and his/her parents/ guardian to update their contact numbers in the hostel record.

9.4. Once informed, the parents/guardian will be expected to interact with the hospital authorities directly.

9.5. For any critical/severe illness, which may require a prolonged treatment, students may be advised to go home for individual attention and arrangement for better treatment.

9.6. It is the responsibility of any hostelite and his/her parents/guardian to declare to the institute and hostel authorities any of his/her chronic disease, allergies etc. at the time of admission. A Medical Certificate as

attached in the Application Kit to this affect will also will be required to be submitted by the guardian.

## **10. GENERAL GUIDELINES**

10.1. For parents/guardian of the hostelite who are not staying locally, it will be desirable to appoint a local guardian. Parents/guardian are required to advise this arrangement in writing to the Hostel Warden with detailed address, telephone number and attested signature of the local guardian. They will also be expected to introduce the Local Guardian to the Hostel Warden. (Wherever the 'guardian' of the hostelite is referred to in this set of rules, it will include such Local Guardian).

10.2 The Local Guardian might be requested to meet the Hostel Warden and complete official procedure(s) as and when required. This will be binding on the hostelite/parents/guardian.

10.3. Ragging in whatever form is strictly banned for the hostelites not only anywhere in the hostel or kitchen premises and their adjacent areas, but also outside the hostel and institute premises.

10.4. Hostelites are not allowed to bring with them any outsiders including non-hostelite students or ex-students. However, relatives / parents / visitors are welcome to visit a hostelite between 7 am and 8 pm on any day, excluding scheduled class hours of the student. Every visitor is required to fill-up the Visitor's Register available with the security personnel. Visitors are strictly allowed only up to the Visitors' Room. There is no provision for the parents/guardians to visit their wards' rooms or stay in the hostel.

10.5. For the safety and security of their own and of others, every hostelite must conduct themselves with all due care and caution both inside and outside the hostel.

10.6 The institute/hostel authorities have neither any means to control nor will they be responsible for any incident/accident involving the hostelite outside the hostel.

10.7. Hostelites will be responsible for the safe-keeping of all infrastructure and facilities provided to them in their respective rooms and in common areas. Any loss or damage of the hostel property (in whatever form) will be recovered from the hostelite(s) individually or collectively

10.8. Hostelites are not permitted to make any addition/alteration/removal of any infrastructure/facilities in the hostel building without the permission of the hostel authority.

10.9. All hostelites are required to act as good citizens and contribute to the conservation of water and energy. In general, they must conserve water and save electricity and facilities provided in the hostel, and persuade others to practice the same.

10.10. Using of water heaters, iron, room heaters, heater, etc in the hostel rooms are strictly prohibited. No cooking is allowed inside the room. If any such items are found, apart from confiscating the items, penal action will also be preceded.

10.11. A hostelite unable to report to the class due to sickness must inform the Hostel Warden immediately. If any student requires sick diet (as suggested by any registered medical practitioner) he/she must inform the Hostel Warden in writing in advance.

10.12. Any information concerning hostel matters will be communicated to hostelites through the Hostel Notice Board or through their respective Hostel Wardens.

10.13. It is mandatory for all hostelites to carry out their own regular academic studies/other activities in the hostel and not to create any obstruction for other hostelites to do the same.

10.14. Outgoing Register is to be filled up by students for going out every time (other than to the class/within hostel campus or to the kitchen) on any day of the week.

10.15. All hostelite students are required to report to the Hostel Warden for daily attendance at 9.00 p.m. or at such hour as may be decided upon by the warden. No hostelite will be allowed to enter/leave the hostel after such specified time.

10.16. Any student violating the rule concerning prohibition of smoking/chewing of tobacco/consumption of alcohol/gutka/pan or any other intoxicant(s) anywhere inside the hostel or entering the hostel premises in an intoxicated condition may be suspended/expelled from the hostel by the institute/hostel authorities without further warning.

10.17. Hostelites are strongly advised not to keep expensive items, gifts, large cash, gold/precious ornaments and is to safeguard their own belongings. Institute will not be responsible for loss of such items.

## **11. COVID GUIDELINES FOR HOSTELLERS**

- a. Wear mask.
- b. Wash your hand frequently with soap and water.
- c. Maintain social distance everywhere.
- d. Do not visit your classes in case you are having fever, cold or any other ailment.
- e. Do not touch your face with hand anytime unless it is washed clean.
- f. Do not form close clusters with friends.
- g. Do not share exercise books, copies, bags, or any other belonging of your friend.
- h. Do not share food or drinking water with your friend or anyone.
- i. Do use your assigned place in hostel.
- j. Learn about COVID protocol attentively and follow the same in day to day life.
- k. Do not panic. Spread awareness amongst your friends.
- l. Play innovative games maintaining social distance.
- m. Learn how to fold arm over your mouth and nose before sneezing and coughing.
- n. Do not spit here and there.
- o. Flush the toilets adequately and wash your hand with soap once done.
- p. Maintain social distance in class room, laboratory, library, corridors and everywhere you go.
- q. After reaching hostel keep your attire isolated for twelve hours and put it under direct sunlight next day.
- r. Wash your mask, gloves and cap in hot water and surely with soap and detergent.
- s. Avoid junk food and eating out. Eat healthy food prepared at canteen. Drink hot water.
- t. Extend support to your friends who are under stress due to COVID-19 pandemic.
- u. Not to visit areas falling within containment zones.
- v. Last but not the least; remember you are the true fighter against this formidable threat called COVID19. We must win the battle by all will power and continuous perseverance. We must not allow COVID 19 to compromise our daily academic progress and achieving excellence.

## 12. SUGGESTIONS AND REDRESSAL OF GRIEVANCE

12.1 In order to maintain and improve the quality of service and facilities at the hostels, hostel authorities actively seek constructive feedback/suggestions from hostelites.

12.2 Any grievance of hostelites may be put up for redressal through the 'Hostel Grievance Redressal System (HGRS)'. A register is kept for this purpose and are available at the hostel.

## 13. REVIEW AND CHANGE OF HOSTEL RULES

These rules are subject to review and change as and when required, at the discretion of the institute.

## 14. MANDATORY DOCUMENTS

To join Hostel facilities, candidates need to fill-up :-

a) Declaration,

b) Declaration by the Hostelites



### Annexure - I DECLARATION

I have received and read the Hostel Rule Book of NSHM Knowledge Campus, Durgapur, and fully understood the contents as contained therein. I shall strictly abide by all the Rules and Regulations and amendments that may be made to these from time to time.

Name of the Student .....

Registration No. ....

College .....

Course .....

Postal Address of Student .....

.....

Mobile No. of Student .....

Email address of student .....

Name of the Parent/Guardian .....

Relationship with the Student .....

Postal Address of Guardian .....

.....

Mobile No. of Guardian .....

Email Address of Guardian .....

Name of the Local Guardian .....

Relationship with the Student .....

Postal Address of Local Guardian.....

Mobile No. of Local Guardian .....

.....

Email Address of Local Guardian.....

Date

Signature of the student



**Annexure - II**  
**DECLARATION BY THE HOSTELITE**

Name .....

Course .....

Batch ..... Reg. No. ....

Name of the Hostel ..... Room No. ....

I have received the following items in good condition:

| Sl.No. | Items                     | Quantity | Remarks |
|--------|---------------------------|----------|---------|
| 1.     | Cot with plywood          | 01       |         |
| 2.     | Chair                     | 01       |         |
| 3.     | Study Table (common item) | 01       |         |
| 4.     | Cupboard with fittings    | 01       |         |

I shall take full care of the items provided to me and in the event of their breakage/damage; I and or we (jointly) shall be responsible for the payment of ***repair/pay the cost of repair/new item/*** share equally the expense between the room mates (in case of common items).

..

.....  
**Applicant Signature with Date**