

GUIDELINES FOR THE KBA MEN'S HOSTEL STUDENTS

The Residents of Hostels of Crescent Institute of Science & Technology will abide by the following instructions which are in accordance with the requirements of social and corporate life and to ensure a conducive atmosphere for their studies and growth.

ROOMS & FURNISHING

(1) The accommodation in the Hostel is meant for the student from the date of admission till the last day of the academic session. Failure to vacate the hostel by the due date will render the residents liable to disciplinary action or fine as may be prescribed from time to time by the Institute, or both. However, the students can be permitted by the Hostel Authorities to stay in Hostel on the recommendations of the Department Heads for the specified reasons for the period of summer training or completion of any other academic activity against payment of additional hostel fees and charges. Hostel room cannot be sublet or shared by any day scholar or any outsider. The students are not permitted to change their rooms without specific written approval of the Warden.

(2) At the time of occupying the room, the students shall be required to sign the inventory of the fittings, furniture and other items provided to him.

No demand for additional furniture will be entertained. He shall be personally responsible for the safe custody of the same. Inmates are responsible for proper maintenance of the cots, mattresses, tables, chairs and cupboards, tube lights, and fans provided to them. Any damage to the hostel property, furniture or disfiguration of the walls, doors, windows etc., will be viewed seriously as a punishable offence. In addition, expenses if any, for repair/replacement, will be collected from the inmates concerned. In case the defaulter is not traced, collective penalty would be imposed, if necessary. Any vandalism/willful damage to hostel property will be severely dealt with and students found indulging in such acts will face disciplinary action. In case the defaulter is not traced, collective penalty would be imposed, if necessary.

RAGGING

(3) Ragging in any form is illegal and strictly prohibited within the premises of the Institute, Hostels and departments or any part of the Institute system as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and attracts disciplinary action as provided in the “Regulations for Banning

Ragging”. Students of Second/Third/Fourth years are neither permitted to enter Hostel Block/Dining Hall of First Year students nor call first year students to their rooms or block.

SAFE CUSTODY OF VALUABLES

(4) The students are personally responsible for the security of their room/cabin and their belongings. They shall lock their room/cabin properly before leaving. The Institute shall not be responsible for any loss of their private or other property and Police investigation or FIR in such cases is not permissible.

SECURITY INSTRUCTIONS , RULES & REGULATIONS

(5) The students must follow all rules and regulations as prescribed by the authorities from time to time. The students shall obey & respect the Hostel authorities. They will not indulge into arguments with hostel staff & security Staff.

(6) The students shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy at all times failing which they will be asked to leave the Hostel.

(7) All the students shall possess valid Hostel Identity Card at all times. In case the Identity Card is lost, duplicate Identity Card will be issued by the Warden against payment of the prescribed cost. The card will be

shown on demand by Security Staff, Hostel staff and persons authorized to do so. **IMAGE OF IDENTITY CARD ON MOBILE WILL NOT BE CONSIDERED AS VALID IDENTITY.**

(8) Students must be punctual to classes, Mess Hall, Night Study Hour etc. Study hour will be observed from 9.00 PM to 10:30 PM daily (except Saturday & Sunday) for all the students. All hostellers have to be present in their respective rooms and keep the room open between 9.00 PM & 10:30 PM so as to enable the Resident Tutors to take the attendance. During the study hour, the inmates should maintain perfect silence in the hostel.

(9) The students shall maintain decorum in the common room. They are not allowed to remove magazines or news papers or any other property from the common room, dining hall, or any other room of the hostels.

(10) Students are NOT permitted to keep their four-wheeler vehicles inside the campus. However, two wheelers can be permitted by the Warden on receipt of specific request from the students who will need to provide photocopy of Driving License & Registration Certificate (RC) of the two wheeler. These two wheelers will be parked in the designated Car Parking near Main Gate & will have Vehicle Entry Permit Sticker.

- (11) Use of personal electrical appliances like Air coolers, Fridge, Electrical heater, Kettles and Induction stoves etc. is not permitted in the Hostel rooms.
- (12) Cooking of food in the rooms is strictly prohibited.
- (13) Birthday parties or any other celebration parties inside the Hostel premises by the students are not permitted.
- (14) The students shall switch off the lights, fans and air conditioners, before they go out of the room to help save electricity.
- (15) No student staying in Non AC room is permitted to sleep / stay for longer hours in AC room.
- (16) All the members of the University community have the right to privacy. Music system is banned inside the hostel; however, the students can play music in their rooms using mobile phone and head set without affecting other roommates.
- (17) Cricket will not be played in hostel corridor/verandah.
- (18) Pet Animals are not allowed inside in the Hostel.

RULES FOR GOING OUT OF THE HOSTELS.

(19)(a) Whenever the hostellers leave the Hostel premises, they must wear full pant & Shirt / T Shirts. Wearing Shorts are permitted for sports activities only. Students are advised not to move out of Hostel in LUNGIES AND CHAPPALS.

(b) No student can leave the hostel without the permission of the Warden or Resident Tutor after 9 PM on weekdays. Whenever they seek permission, written permission will be issued by the Resident Tutor. The approved permission letter / Gate pass should be shown to the Security staff at the hostel gate, while leaving and entering the hostel. They should write the complete details of the whereabouts, contact phone no., purpose etc., clearly in the OUTGOING REGISTER provided for this purpose at the gate. Willful wrong entries being made in the register will lead to disciplinary action.

(c) The students can be permitted to visit their local guardians on week-ends and Holidays announced by the Institute and stay out after obtaining special written permission and Gate Pass from the Hostel Authorities.

(d) In case of final year B.E.,M.E.,M.C.A. and M.B.A students, the OUTGOING rules are relaxed to some extent considering their project work for which they should take written permission from the Resident Tutor and write in the OUTGOING REGISTER exclusively kept

for the FINAL YEAR PROJECT WORK. Final year Students will be issued GATE PASS for doing project work outside the Institute premises. Students found misusing the project card will be immediately expelled from the hostel.

(e) **Doing a Course outside the Campus.** If any student intends to join any course such as software, TOEFL, GRE etc., related to education he will be permitted, if he submits his parent's letter for attending that course and a bona fide certificate from the center, where the student is joining the course.

MESS & MEAL TIMINGS

(20) Students will observe meal timings in Hostel Mess Dining hall.

(Break Fast - 7:30 AM to 8:45 AM, Lunch - 12:15 PM to 2 PM and Dinner - 7:30 PM to 8.45 PM). After having meal, the used plates should be kept by the students in the bin for washing. Food will not be wasted and no leftover be spilled on the tables. **“MESS FOOD WILL NOT BE TAKEN TO ROOM. OR CLASS ROOMS”**. However, if the student is very sick, permission is granted to her friend to bring food for the sick student to his room. Delivery of food from outside eateries is permitted **up to 9 PM at College Main Gate** only.

(21) The Warden or his nominees are empowered to inspect the premises to ascertain the state of affairs of the premises as well as the

status of occupancy in the presence or absence of the students.

(22) Students must maintain discipline & silence in the Hostel premises. They must not indulge in any act of intimidation, brawl / fight or violence, drunken or riotous behavior. Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form in hostel is strictly prohibited. Defaulters shall be required to leave the hostel and face disciplinary action. The residential area shall in no case be used as venues of protests and agitations.

COMPLAINTS/ GRIEVANCES

(23) Complaints, if any, pertaining to the maintenances & repairs shall be made in writing to the Hostel Manager/ Warden.

(24) Students can submit their grievances (Individual or collective) through RTs/ Manager Hostel/ Warden. Students indulging in Mass protest/ disturbances to entry their grievances will be expelled.

VISITOR TIMINGS

(25) Guests/visitors are not permitted to enter the Hostel and visit students in their rooms. They, however, can be allowed to visit them only in the cafeteria/visitors rooms in the University Campus between 6.00 P.M. to 8.00 P.M. On week-ends and holidays announced by the Crescent Institute of Science & Technology, they can also be permitted between

10.00 AM to 12.00 Noon. The Institute reserves the right to deny entry to the Hostel to visitor(s), if their visit is likely to disturb peace and order in the hostel.

VACATING THE HOSTEL.

(26) Vacating the Hostel.

(a) The students before proceeding on leave or vacating their rooms after their annual Examinations shall handover all items provided to them as per inventory along with the keys to the Hostel Authorities.

(b) If a student vacates the hostel during the semester with the written concurrence of Parents /guardians, his food / establishment charges WILL be refunded as per hostel refund rules given in the table in 26 e. The letter for vacating hostel should be submitted duly signed by parents / guardians and Resident Tutor to the Warden a well before vacating the hostel.

(c) Whenever a student vacates the hostel, the security / deposit / caution deposit will be refunded only at the end of the course.

(d) In case a student during the semester is suspended / expelled from the hostel on disciplinary grounds, hostel charges WILL NOT be refunded as per the existing guidelines.

(e) Hostel Refund rules:-

S.No	Withdrawal Date	Establishment Refund %	Mess Deduction
1	Less than or equal to (\leq) 1 month from the first day	75%	Deduct Rs 150/- per day for the number of days stayed in the Hostel (Inclusive of all holidays during the period of stay)
2	Greater than 1 month (>1) and less than or equal to 3 months (≤ 3)	50%	
3	Greater than 3 months (>3) and less than or equal to 5 months (≤ 5) or Till the end of the odd semester exam	25%	
4	Greater than 5 months from the first day	NIL	

(27) Whenever students move out from the Hostel with baggage during vacations or on authorized leave, they have to get the Gate Pass stating the valid reason as well the place of destination and date of return, duly endorsed.

(28) The students before proceeding on leave or vacating their rooms after their annual examinations shall hand over all items provided to them as per the inventory along with the keys to the Hostel Authorities.

(29) Re-allotment of Hostel accommodation to old students for next academic session is subject to the condition that they had 75% attendance with Good Academic & Discipline record during the previous year.

MEDICAL FACILITIES

(30) **Medical Facilities.**

A Medical Center is available in the Institute premises. The inmates are advised to make use of the medical facilities. Two Resident Doctor are available in the Medical Hall on all days. If any student falls sick, Resident Tutor should be informed so that the medical aid could be arranged, if necessary. A van/Ambulance is always available near the medical hall for emergency. A Van is also available at the hostel Gate from 7 PM till 6 AM every day.

(31) **Sick Register.**

If a student is sick and unable to go to the classes, he has to take prior permission from the RT and stay in the hostel. Sick register is maintained for this purpose in the reception, wherein the sick students should write the details and it will be reviewed by RT further.

(32) **Issue of Cycles.**

Cycles will be issued to the students for conveyance up to Main Gate and back. Students will make entry in cycle issue register at both ends. Students will be responsible for safe custody of cycle during the period of issue. Students would be penalized for Loss of cycles / willful damage to cycles.

(33) **Penalties for Acts of Indiscipline**

Same is available on the Notice Board in the hostel for the information of students.

The University reserves the right to change to change and modify the rules and allotment of hostel accommodation and close any or all hostels suo- moto.