

## **HOSTEL NORMS**

1. All students are expected to adopt their hostel as a home away from home.
2. Intoxicants, Liquor, Tobacco, Explosives, and Weapons etc. in the hostel premises are strictly prohibited.
3. Students are advised not to keep excessive cash and valuables in their rooms. If they keep it, it will be at their own risk.
4. Celebration of parties, playing with dry/wet colors, and also with plain water, using crackers inside hostel rooms and hostel campus are not allowed and will be counted as an act of indiscipline.
5. Hostel fee will be charged on an yearly basis. No student will be allowed to withdraw hostel facilities during the year. In case of leaving the hostel during middle of the year for any reason, whatsoever, no refund of the hostel fee will be permissible. For a student seeking to vacate the hostel after commencement of a course or has been asked to vacate due to disciplinary action, the charges shall be refunded as follows :
  - Students seeking refund within Six months will have to pay minimum Six months charges at the monthly rate
  - Students seeking refund after Six months, actual monthly rate will be applicable and the balance will be proportionately refunded.
6. Hostellers should keep the rooms spic and span before leaving the room. Fans/Geyser/Lights should be switched off. No posters/wall hangings will be allowed inside the Hostel Room.
7. Hostellers would be responsible for their behavior in the hostel campus. Appropriate disciplinary action would be taken against Hostellers in this regard and under no circumstances, will a girl student visit a boys Hostel and vice versa. In case such activities are observed, the College will take appropriate action and parents will be informed.
8. Any breakage in the hostel done by student will be charged at double the cost of actual cost of reinstallation.
9. In case any student wishes to avail the facility for short duration of less than one year so requested, initially, while applying for hostel accommodation, differential fees as notified in appendix will be charged. Allocation of seat for short duration will be at the discretion of management subject to availability of seats.
10. Every boarder has to follow the timing fixed for reporting back to the hostel. No student will be allowed to enter the hostel after these timings. Late coming will be taken as serious offence and will attract disciplinary action against the erring student.

**Boys - Winter (1<sup>st</sup> Oct. to 15 March) 9:00 pm**  
**Summer (16<sup>th</sup> March to 30<sup>th</sup> Sept.) 9:30 pm**

**Girls - Winter (1<sup>st</sup> Oct. to 15 March) 7.30 pm**  
**Summer (16<sup>th</sup> March to 30<sup>th</sup> Sept.) 8:00 pm**

Gates of the girls' hostel will be closed at above time. Anyone reporting late will be allowed to enter only after getting a call from parents & a fine of Rs. 500/-.

11. Each student will provide details of a local guardian before taking admission in the hostel. The hostel since accommodates many students cannot take the responsibility of a sick child who needs extra care and extra support. Further any sick child also lowers the morale of the students living along and may sometime cause the viral or disease to spread.

Hence no student reporting sick will be allowed to stay in the hostel and should immediately be transferred to the Local Guardian or to the hospital.

Students who do not have a Local Guardian will have to deposit an additional contingency security of Rs. 7500/- which may be used for emergency medical support or any other help required by the students or penalties etc.

As and when the student/parent is able to provide for the Local Guardian details the security will be refunded.

No faculty/staff or Management or their relatives are permitted to be the Local Guardian of the students.

12. The hostel authorities will inform the different meal timings which will be followed strictly. Any change in the timings will be notified to the students in advance by the authorities.
13. The boy's hostel gate will be locked from 9:30 PM to 5:00 AM. Entry to residents during the above timing will be regulated through valid Out-Pass/Permission of Hostel Warden.
14. Students may keep their two wheelers and cars in the Hostel premises at their own risk.
15. Ragging is strictly banned by the Act of Supreme Court and Govt. of India. Any Student found indulging in ragging, committing or promoting ragging shall be punished/ suspended / rusticated from the Institute. Ragging includes disorderly behavior/ treatment to fellow student whether by words, spoken or written by an act which has the effect of teasing, treating and handling rudely any other student, including rowdy or indecent activities, which may cause or likely cause physical or psychological harm or raise fear or apprehension thereof in a fresher or a junior student For details, refer to the "Anti-Ragging Policy at <http://www.doonbusinessschool.com>.

16. Room once allotted, will not be changed.
17. Moving the hostel property (Bed, Chair, Table, Mattress etc.) from the room is not allowed.
18. Any type of marking on the hostel inventory/ walls etc will be treated as an act of indiscipline.
19. Hostellers are not allowed to bring Day scholar/friends/relatives in the Hostel Premises (inside Room, Mess etc.)
20. Hostellers should always display their ID card for the identity purpose, whenever required.
21. Hostel rooms are equipped with furniture and fitments. Students occupying the rooms will sign for the receipt of items in inventory register. He /She will be responsible to hand over the items in their original serviceable condition to the Hostel authorities while leaving the room on the close of the academic session.
22. Students are not permitted to use private electrical appliances nor tamper with electrical fitting provided in rooms.
23. No student shall leave the Hostel without prior permission of the Hostel Warden. Till the date the application for leaving is not acknowledged/accepted, it will be deemed as if you are continuing to use the hostel facility.
24. Students required to go home, out of station on the working days for attending family social function will require permission of the Dean and or/ Director, subject to receipt of written request for the same from their parents.
25. No student will be allowed to stay in the hostel room during the College working hours. In case a student falls sick, he/she shall be moved or transferred to the sick room and immediate intimation will be sent to the parent and local guardian. In case the student report sickness and is unable to visit the Doctor himself, he shall be taken to Doctor by the Warden/ Authorized person as his own expenses.
26. Last day of stay in the hostel will be two days in addition to the last exam of the academic year.
27. Students willing to stay for the next year will have to deposit advance for the next for retaining his stuff in the room.
28. No student will be allowed to stay in the hostel after the end term during summer vacations. The college reserves the right to allot the hostel rooms to other trainees/summer school students. The working of the average annual charges is done on an average stay & fooding of eleven months.

29. In case of any festival or exigencies, the college reserves the right to shift the students from one room to another or accommodate more number of students/visitors/guests in the rooms for a short span of time.

### **VISIT OF PARENTS/GUARDIANS**

1. Guardians/ Parents/Visitor can meet their ward in a hostel with the permission of the Warden before 6:00 PM only in the visitors meeting room.
2. No Guardians/Parents/Visitors are allowed to enter beyond the reception area of the hostel.
3. No Parents/Guardians/Visitor is allowed to stay with the students in their rooms.

### **PRIOR INSTRUCTION FOR THE PARENTS AND HOSTELLITES**

1. Parents & Hostellers are required to furnish full details of their Permanent Address & Permanent Phone Numbers so that they can be contacted in case of any emergency.
2. Hostellers are supposed to follow the rules & regulations of the Hostel, else they are liable to be debarred from the hostel facility with intimation to the parents.

### **MESS RULES**

1. Students residing in the Hostel have to join the mess attached to the Hostel. Indoor cooking including making Tea/coffee/ eatables in the rooms is strictly prohibited.
2. Students are required to have their food in Hostel Mess. No student is permitted to take food in the room except for those reported sick with prior permission of Hostel Warden. Dinners will be served in the hostel campus.
3. Students should be punctual for meal timings as notified.
4. Misbehavior with Catering Manager/ Waiters/ Security Guards/ Assistant Warden/Hostel Attendant or any other official of the hostel will be treated as an act of indiscipline.
5. Students are required to clear all the dues before leaving the Hostel. "No dues' Forms are available in the college office.