

# **JAIPURIA INSTITUTE OF MANAGEMENT**

**INDIRAPURAM (GHAZIABAD)**

**(Affiliated to Dr. A P J Abdul Kalam Technical University, Lucknow)**

## **HOSTEL POLICY**

**Rules and Code of Conduct for Hostellers**

*D. Kumar*

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## Introduction

The objective of the Hostel Policy is to ensure a secure and comfortable environment which is conducive to learning, and all hostellers are required to strictly abide by the same.

### 1.0 Hostel Authorities

1.1 The hostel will be governed by Hostel committee. The details of the members are as under

- |                                  |          |
|----------------------------------|----------|
| 1. Prof. Dr.DavienderNarang      | Chairman |
| 2. Dr S.K.Mahapatra              | Member   |
| 3. Ms. Anjali Khanna             | Member   |
| 4. Mr BikramAgarwal              | Member   |
| 5. Dr. Anil Kr. Gupta            | Member   |
| 6. Dr.AshwaniVarshney            | Member   |
| 7. Dr.NidhiMathur                | Member   |
| 8. Dr.Anandita Sharma            | Member   |
| 9. Mr.SushantSinha               | Member   |
| 10. Mr.Trilok Chand              | Member   |
| 11. Wardens (Respective Hostels) | Member   |

The Wardens would reside in the respective hostel premises. They would be responsible for the day-to-day maintenance, operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities are as per Annexure I.

### 1.2 Student / In charge committees

1. Floor In charge (1 student on every floor)
2. Mess committee (3 students from MBA and 3 from PGDM)
3. Anti-Ragging Committee (Separate for Boys and girls hostel comprising of 4 members, 2 seniors and two juniors)

The members of the committee will report to their respective wardens and faculty incharge. The roles and responsibilities are as per Annexure 2

### 2.0 Hostel Admission

2.1 Hostel accommodation is allotted purely at the discretion of the Hostel Management and on the condition that, the student agrees to abide by all the rules and regulations of the hostel of jaipuria Educational institutions. Every attempt will be made to provide hostel accommodation to the required students.

*D. Kumar*

2.2 The rooms allotted to the students at the time of admission are for a period of one year.

2.3 All students are required to fill the hostel application form alongwith one passport size Photograph for hostel admission at the time of request / Admission. Student has to pay token amount of Hostel fee to confirm his/her seat.

2.4 Allotment made to a student is subject to cancellation if he/she fails to occupy the room within the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues of the hostel. In such cases they will be asked to vacate the hostel.

2.5. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of Warden and Hostel in charge.

2.6 When there is a vacant seat in the room, the key of the room must be deposited with the Warden to facilitate allotment of the vacant seat to another student.

2.7 Students have to vacate the hostel after completion of the examinations of the second Semester/third trimester. If any student wants to continue during the vacation period and not continue in the next year they have to pay the additional fee for the same but mess facility will not be provided during such period.

2.8 At the time of admission to the hostel, a declaration agreeing to abide by the Hostel Policy, Rules and Code of Conduct for Hostellers as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian.

### **3.0 HOSTEL TIMINGS**

3.1. No hosteller will be allowed to stay in the hostel during class timings (09.00 am to 05.00 pm).

3.2. The hostellers are to be inside the hostel premises as per the timings fixed by the committee during the winter and summer. If the hostel resident violates the ruledisciplinary action will be taken.

3.3. Silence hour is between 10.30 pm and 06.00 am on all days. Violation of the same will result in disciplinary action against the errant hosteller(s).

### **4.0 HOSTEL ATTENDANCE RULES**

4.1. All hostellers should report to hostel before 07:00 pm.

4.2 The warden's room visit is 8.30 to 9.00 PM (For signature of leave application and other issues)

4.3. Attendance will be taken at 09:30 pm by the respective wardens.



## **5.0 PERMISSION FOR OUTING**

### **5.1. Out pass**

5.1.1. A hosteller, who wants to go out of hostel, will be issued out pass only by the hostel warden

5.1.2. Students, who wish to take leave during working days, should get special permission from Faculty In-Charge/HOD/Dean for the issue of out pass from the concerned hostel authorities.

5.1.3. Hostellers will be permitted to go out of hostel with parents/guardians on holidays after obtaining due permission from the concerned hostel authority.

### **5.2. Official Tour/Travel**

Hostellers who are leaving the hostel to attend events/programs organized by the Institute should get prior permission from the concerned HOD/Dean .Also; hostellers are required to inform the concerned hostel authority about the same.

### **5.3. Vacation**

5.3.1. During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work.

5.3.2. Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice/Summer Term, etc., should take prior permission from the HOD/Dean / hostel authorities. Accommodation during this period will be on payment basis and such payment shall be in addition to the hostel fees paid /payable.

Note: The duly signed out pass is to be submitted to respective Hostel warden.

## **6.0 CELEBRATING FESTIVALS AND BIRTHDAYS**

Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all the functions/celebrations are to be concluded before 8 pm, and students should confine themselves to their allotted rooms thereafter. Such types of activities are to be done in common areas.

There should not be any kind of discomfort caused to other Hostellers and other occupants in the hostel premises. No outside guest(s) or interference of any kind will be permitted.

## **7.0 MEDICAL EMERGENCY**

Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.

7.1. In case of a medical emergency, the hosteller will be given first aid medical care and Parents/Guardians will be informed immediately. Hence, it is very important that the Phone/Contact numbers must to be updated by the hostellers/parents.

*R. Narayana*

7.2. The Institute will take all precautions in providing minor first aid medical care within the Institute Hostel, and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. The Institute shall not be held responsible for any incident or consequence during the provision of this service. Further, the Institute shall not be held responsible in cases of any medical exigencies such as accidents, which may occur inside the hostel premises and journeys to and from the Institute, including Institute Transport facility. The Institute shall not be liable in torts or any other Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

7.3. If required, the cost/medical expenses of initial medical treatment will be paid by the Institute and the same shall be recovered from the hosteller.

#### **8.0. USE OF APPLIANCES**

8.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

8.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited.

8.3 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

**Note: The cooking can be done in Designated Kitchen space.**

#### **9.0 ROOM INSPECTION**

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

#### **10.0 PARENTS/VISITORS**

10.1. Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place between 05.30 pm and 08.30 pm on weekdays and between 03.00 pm to 06.30 pm on holidays.

10.2. No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Room.

*D. Naveen*

## 11.0 FURNITURE & FIXTURES

11.1. On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures. The students should ensure that such furniture and fixtures are maintained in good condition.

11.2. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room, Failing which the concerned student/s will be charged for the damaged furniture/materials which may be recovered from the Hostel Deposit.

## 12.0 MESS RULES

12.1. Hostellers must have food in the hostel mess.

12.2 Mess timings are as follows:

### Meal Timing

Breakfast	08.00 am to 08:35 am (Girls PGDM/MBA) 8.30 to 9.00 (Boys PGDM/MBA)
Lunch	12.45 pm to 01.10pm (PGDM BOYS/GIRLS) 1.00 pm to 1.35 pm (MBA Girls) 1.35 pm to 2.00pm (MBA Boys)
Evening Tea and Snacks	04:45 pm to 05:45 pm (For all Boys/Girls)
Dinner	08:00 pm to 08:30 pm (For all Boys/Girls)

All hostellers must observe the Mess timings. The system of self service will be followed in the mess. The dinner will be served to boys in their respective hostels.

12.3 The hostellers have to compulsorily be the members of mess.

12.4 The mess committee will decide the menu from time to time.

12.5 The hostellers are required to maintain the decorum of the dining hall. Shouting and sitting on the dining tables is strictly prohibited. If anyone found doing so, disciplinary action will be taken against him/her.

12.6 The hostel warden will keep a regular check on the quality of food and ensure hygienic preparation and serving.

12.7 No food will be served outside dining hall. In case of illness, sick diet will be served in the room with prior permission. The hostellers are not allowed to carry utensils/ Eatables in hostel rooms or outside dining hall.

12.8 There should be no wastage of food. In case of wastage disciplinary action will be taken.

### 13.0 Code of Conduct

13.1 All residents are required to maintain standards of behaviour expected of students of a prestigious Institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

13.2 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Fine will be imposed on the respective students if the walls are found to be scribbled at the time of room inspection.

13.3 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel floors if not identified, as decided by the Warden. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

13.5 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same

13.6 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.

13.7 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

### 14.0 DO'S & DON'TS

DO'S	DON'TS
<ul style="list-style-type: none"><li>• Maintain discipline inside and outside the Hostel and Institute Premises.</li><li>• Keep your Identity Card always with you.</li><li>• Lock your room always, even when going out for short durations for security reasons.</li><li>• Keep your rooms and apartments tidy, neat and clean at all times.</li></ul>	<ul style="list-style-type: none"><li>• Play or create disturbance in the corridors.</li><li>• Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and Institute leading to un-becoming of a student.</li><li>• Hang your clothes other than in the designated place.</li></ul>

*D. Kumar*



- Dress appropriately when you are in hostel premises.
- Lodge a complaint to the respective Warden for any maintenance work.
- Share your problem(s) individually with the concerned authorities.
- Keep your valuables and cash under lock.
- Save electricity and water.
- Switch off the electrical appliances whenever you leave hostel room.
- Inform your absence for a particular meal to the concerned Warden well in advance, to avoid wastage of food.

- Bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority.
- Steal, cheat or spread rumours. Never use things without the permission of the fellow hosteller.
- Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premises. However, a few items found to be essential can be permitted provided:
  - permission is obtained from the concerned hostel authority, and
  - Fellow hostellers do not complain/object.
- Do not use individual heaters, coils and iron boxes or any other heating/cooking electrical gadgets in the room.
- Do not waste food.
- Do not cook in your rooms.

## 15.0 STRICTLY PROHIBITED ACTIVITIES

15.1. Infringement of the following rules will be severely dealt with, which includes expulsion from the hostel.

15.1.1. Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from Institute.

15.1.2. Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and Institute premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostel.

All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the concerned higher authorities immediately for further strict action.

15.1.3. Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.

15.1.4. Hostellers are not expected to remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.

*D. N. S.*

15.1.5. No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.

#### **16.0 GRIEVANCE**

If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Book" kept in the hostel office. If the complaint is not attended to within a week, then he/she may take the issue to the concerned hostel Warden. If the problem still remains un-resolved, he/she can report the grievance/complaint to Hostel in charge Administration.

#### **17.0 Punishments/EXPULSION FROM THE HOSTELS**

In case of hostel rule violations and student found guilty a warning will be issued by the hostel committee. If the student repetitively commits the mistake then he will be liable for following punishments

17.1 Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

- a) He / she will be expelled from the hostel.
- b) A record of his / her misconduct will be made in the personal file.
- c) The cost of damage will be fully recovered from him / her together with penalty.
- d) He / she will also be fined commensurate with the offence committed.

The Institute reserves the right to cancel admission of a Hosteller from the Hostel without giving any prior notice or reason. Suspension/rustication from the institute also implies consequent suspension/rustication from the Hostel. A hosteller shall be expelled from hostel if the hosteller fails to maintain a minimum of 75% of attendance in every Course in the concerned Academic Term as prescribed by the Academic Regulations of the Institute.

*D. Narayana*

## ANNEXURE I

### ROLES AND RESPONSIBILITY

NAME OF THE MEMBER	RESPONSIBILITY
Chairman	Overall management of the hostel, including framing rules for the hostels, hostel mess, recreational facilities.
Dr.S.K.Mahapatra	Head of Mess Committee.
Ms. Anjali Khanna	Organizing recreational activities for hostel, Surprise visit to hostel mess for checking food quality and taking necessary actions.
Mr.BikramAgarwal	Hostel Financial Matters
Dr.NidhiMathur	To provide guidance and support to the MBA Girls residents, maintain discipline.
Dr.Anidita Sharma	To provide guidance and support to the PGDM Girls residents, maintain discipline.
Dr.AshwaniVarshney	To provide guidance and support to the MBA Boys residents, maintain discipline.
Mr.SushantSinha	To provide guidance and support to the PGDM Boys residents, maintain discipline.
Dr. Anil Kumar Gupta	Regular monitoring Girls & MBA Boys Hostel and provide all administrative support to maintain the hostels and security personal.
Wardens	To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises coordination with Maintenance Staff and monitor their health, safety.

*D. K. Singh*

## MAINTNANCE OF THE HOSTEL

### Level First

Respective Hostel Warden have the responsibility to see the day to day cleanliness of the hostels rooms, common room, toilets and mess and hostel premises and Guest Rooms in case of Girls Hostel. Warden will sign in the hostel maintenance register and certify that they have checked the cleanliness of the hostel and found everything OK. If they have any problem regarding maintenance related, they will report in hostel complaint register and report to Maintenance Incharge (Mr.Sushil Kumar in case of Girls and MBA Hostel and Mr.Trilok in case of PGDM boys hostel). If the problem is not rectified at the earliest as per the nature of problem then report to Dy. Director (Admin) to rectified the same.

### Level Second

Maintenance Incharge has the responsibility to visits the hostel on daily basis and check the cleanliness of the hostels and sign in the hostel Maintenance Register for certifying that they have checked and found everything is OK. He will also check the complaint register and if finds any complaint in the register then will rectify the same at the earliest. If they found any problem in which he is unable to rectify then they will report he same to the Dy. Director (Admn) for necessary action.

### Level Third

Dy. Director(Admn) has the responsibility to supervise the hostels and provide the all administrative support as required by the wardens and maintenance Incharge. He will also visit the girls hostel daily and MBA boys hostel twice in a week with Dr.AshwaniVarshney and sign the Hostel maintenance register when they visit the hostels and also check the complaint register for verifying that everything is ok in the hostel. If he finds any problem in which he needs higher Management decision then he will report to Chairman Hostel immediately.

### MESS FOOD

Mess incharge has the responsibility to provide quality and hygienic food to the students. If students found any complaint regarding food,they have to report complaint in writing in the food complaint register which is available with the Mess Incharge. Mess Incharge has the responsibility to rectify the complaint at the earliest. Apart from this, Wardens who have the facility to take food from the mess they have the duty to report the hostel coordinator(Dr.NidhiMathur in case of JIM and Dr.Anidita in case of JSB) and also report in complaint register if they found any complaint regarding food. Ms.AnjaliKhanna will check the food twice a week on random basis and will report to Head of the Mess Committee. If the quality is not maintained by the mess in charge then the mess committee will recommend appropriate action. Chairman Hostel will also go for surprise visit in Mess and check the food quality.

*D. N. Khanna*

**ANNEXURE - 2**

**Student Committees**

<b>S.No</b>	<b>Name of the committee</b>	<b>Roles and Responsibility</b>
1	Mess Committee	Will be Responsible in fixing Messmenu, monitoring and controlling quality of food.
2	Anti – Ragging Committee	Responsible for preventing and checking Ragging in the hostels and reporting to concerned hostel authorities.
3	Floor In charges	Maintaining cleanliness and discipline on the floor assigned. Will be responsible for overall floor cleanliness and discipline.

Note: The office bearers will monitor all the student committees and their meetings.

*R. Narayana*

**ANNEXURE – 3**

**PROFORMA DECLARATION BY STUDENT AND PARENT**

**JAIPURIA INSTITUTE OF MANAGEMENT  
INDIRAPURAM (GHAZIABAD)**

I \_\_\_\_\_ s/d/o \_\_\_\_\_  
Studying \_\_\_\_\_ Year \_\_\_\_\_ Program with Identification Number  
\_\_\_\_\_ at JAIPURIA INSTITUTE OF MANAGEMENT, INDIRAPURAM (GHAZIABAD), have  
carefully read and fully understood the HOSTEL POLICY, RULES AND CODE OF CONDUCT FOR  
HOSTELLERS JAIPURIA INSTITUTE OF MANAGEMENT.

I hereby agree to abide by all the rules and code of conduct contained therein. I am liable for  
disciplinary action in case of breach of any of the Institute Hostel rules and regulations that may be  
in force from time to time.

Date: \_\_\_\_\_

(SIGNATURE OF THE STUDENT)

Place: \_\_\_\_\_

(SIGNATURE OF THE PARENT)

*Q. Naveen*