

# Hostel and Mess Rules and Regulations



**योजना तथा वास्तुकला विद्यालय, विजयवाडा**  
School of Planning and Architecture, Vijayawada  
An Institute of National Importance, MoHRD, Govt. of INDIA.

**ADHERENCE TO  
HOSTEL AND MESS: RULES AND REGULATIONS**

All existing and newly admitted students should read **ALL** the points herein carefully, before applying / checkin to Hostel accommodation at the start of every academic year. In case of any doubt, get them clarified from any of the Wardens. Violation of any of the rules stating ignorance will not be accepted and will attract disciplinary action.

All pages of this document are to be signed by the Student and his / her parent(s) and submitted before room allotment. Rooms shall be allotted on production of receipt of hostel fee and mess advance e paid.

Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of suitable space, based on adherence of rules contained in this document:

Provision of hostel accommodation at the time of admission doesn't ensure its continuation in the subsequent years. The student has to apply every year for re-allotment of hostel accommodation in the prefixed proforma. Re - allotment shall be on the basis of academic performance and other conditions as specified by the concerned authority.

**1) BEHAVIOUR AND DISCIPLINE:**

- a. Hostel Residents are expected to display acceptable form of behaviour and maintain discipline and decorum everywhere in general and in and around the hostel complex in particular at all times.
- b. **Ragging is a punishable offence** as per F.No. 37-3/Legal/AICTE/2009 regulations. Students should abstain from committing such offences as no leniency will be shown to any student found guilty of the offence. (Ragging in any form is strictly banned in the institutional campus and its premises.
- c. **Smoking is prohibited in the hostel premises. Possession, distribution or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco, gambling is a serious offence and is strictly barred in the hostel complex at any time. Non-compliance shall lead to strict disciplinary action and legal authorities shall be informed of violations (This shall apply to visitors also).**
- d. Walking in the Plantation / Landscape areas and the plucking of flowers /branches of the plants is prohibited.
- e. Trespassers from Boys hostel to Girls hostel and vice versa is strictly prohibited. Disciplinary action will be taken against the defaulters.
- f. Every care should be taken to maintain the hostel neat and clean. The student should not use pens, pencils, sketches, water colours or any other materials to draw images on the walls / floors. Any

Signature of Student: .....

Name of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Parent / Guardian: .....

Mobile No. of Parent / Guardian: .....

student, if found guilty, shall be penalised. The students need to keep the rooms, corridors, Cupboards, Furniture and other common places clean.

g. Scribbling/Scratching on the walls, breaking, damaging property of the Hostel/Institute is severely prohibited and shall invite disciplinary action against the violators.

h. Decent dress code is to be maintained in the hostel premises.

i. Strict Silence should be observed in hostels from 12.00 midnight to 6.00 am. Care should be taken to ensure music / loud talks are not audible outside the room.

j. Any kind of celebrations in the hostel should be over by 9.30 pm.

k. Students of the allotted rooms shall be responsible for the maintenance and upkeep of their respective rooms and furniture.

l. Students should enter and leave the hostel buildings only through designated paths/entrances in the campus.

**m. Adherence to Hostel timings:**

i. Residents are not permitted to leave the hostel complex before **05.00 AM** in the morning and after **9.30 PM** in the Night without prior permissions from the concerned Authorities. Students shall be permitted in to the respective hostel complex for three consecutive delayed/late entries in an Academic Year and thereafter the student will be charged a penalty of Rs.1,500/- and he/she has to be accompanied by their Parents to pay the penalty, after which if the student is been found delayed/late as per the hostel timings he/she will be expelled from the hostel premises.

ii. In cases where the residents anticipate late entry (e.g. If student need to go to the city bus stand or railway station or for any other reason beyond their control), they have to seek prior consent and written permission of the respective Warden(s)/Assistant Wardens.

iii. Late entry to the hostel due to Institutional functions academic commitments at SPAV, (scheduled exams, late hour classes, submissions etc..) may be considered if the student gives a written application citing Institutional functions / academic reasons as reason of delay, validated by the concerned HoD / Studio Coordinator/ Subject Teacher / warden. Such applications should be submitted within 24 hours of the late entry.

n. No resident is allowed to change the room allotted without prior permission. Anyone found changing rooms or residing in other rooms is liable to be expelled from the hostel.

Signature of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Student: .....

Name of Parent / Guardian: .....

Mobile No. of Parent / Guardian: .....

(Strike off whichever is not applicable)

- o. Social gatherings in the hostel complex are permitted only with the written consent of Chief Warden/Warden(s).
- p. Staying out of Hostel: If students need to stay out of the hostel for any period of time, or need to leave Vijayawada for personal reasons, they have to take prior written permission in prescribed format available in Departments/ Hostel, and get approved from respective course coordinator/ HoD/ Chief Warden and Warden(s). Staying out of the hostel without permission may attract strict disciplinary action.
- q. Peer – Respect: The Hostel complex is a place where students are expected to have the best possible conditions for studying and adequate rest. As such, due consideration must be accorded to other hostel residents at all times. Noise levels must be kept low to give opportunity for other hostel residents to study or sleep in comfort. Television, radio, or other facilities provided in the common room, if any, must be switched off after 10.00 PM. These rules are intended to ensure a conducive environment for all hostel Residents.
- r. Vandalism is a very serious offence and anyone found guilty of committing or resorting to such acts can be fined and / or expelled from the hostel.
  - i. In case of any unacceptable behaviour by any room-mate, the other room-mate must report it to the Warden/Assistant Warden at the earliest.
  - ii. Students are not allowed to stay in hostel in working days (School Working Days) without prior permission of the Warden/Assistant Warden.
  - iii. Misbehaving with security personnel or hostel resident caretakers will be considered as vandalism.

**2) UPKEEP OF THE HOSTEL:**

- a. The hostel management reserves the right to carry out spot-checks of the hostels and the rooms anytime without giving prior notice to the Hostel Residents.
- b. Hostel Residents are responsible for keeping their rooms' and the common areas clean and tidy at all times. All fans, lights and electrical appliances must be switched off when not in use.
- c. Cooking is not permitted in the hostel rooms. Electrical Appliances found in this relation will be confiscated.
- d. Common hostel furniture provided to the Residents by the School must not be moved without the permission of the Chief Warden/Warden(s)/Assistant warden(s).
- e. Any damage to the hostel property must be reported immediately to the Chief Warden/Warden/Assistant Warden(s). For any damage to the hostel property in a room, the cost of repair / replacement is to be borne by all the occupants of that room.
- f. Sticking posters, writings, wall chalking, wall painting, writing slogans of any kind or defacing the hostel complex in any form is not permitted. Any disfigurement of the common areas such as

Signature of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Student: .....

Name of Parent / Guardian: .....  
(Strike off whichever is not applicable)

Mobile No. of Parent / Guardian: .....  
(Strike off whichever is not applicable)

bathrooms, staircase, common room, dining spaces etc., cost of repair / re-paint shall be borne by the occupants of that room or corridor, as per case, decided by the Chief Warden/ Warden(s).

- g. Electricians, Carpenters or any other room service personnel may enter the hostel complex and / or the rooms as and when necessary in the course of their duty under the directive of the Caretaker with prior permission from Chief Warden/Warden(s)/Assistant Warden(s). However, every effort will be made to respect the privacy and dignity of the Residents.
- h. The hostel management reserves the right to move the Residents to other hostel blocks/units or other room, if such a need arises, from time to time.
- i. For any day to day damage/technical fault observed by students in common areas, toilets, rooms etc., the same has to be reported to the Hostel caretaker for necessary action with proper entry done in the Grievances' Register.
- j. For any major repair work required, Residents are required to approach the Assistant Wardens, Warden(s) through the respective elected Hostels' Students representative i.e., Hostel Secretary.
- k. Student /s shall take prior permission of the Chief Warden / Wardens / Assistant Wardens for celebrating any festivals and birthdays. Events should be held in the common place between **8.00 pm and 09.30 pm**. There shouldn't be discomfort to other students.
- l. No guests or others are allowed inside.

**3) PERSONAL BELONGINGS:**

- a. Hostel Residents are solely responsible for all their personal and valuable belongings. They are expected to keep their valuables under their own supervision or under lock and key, whenever they move out of their rooms. In case of loss of any such belongings whatsoever, the School will not be held responsible and no claim will be entertained in this regard.
- b. At the end of the academic year, the Residents are supposed to vacate their rooms for maintenance works, following Notices released from time to time. While vacating, all personal belongings are to be taken back.

**4) VISITORS:**

- a. Visitors, including parents are allowed only in the visitor's area of the hostel complex during the visiting hours as below:

- **For Boys Hostel:**

**Weekdays (Monday-Friday) - 7:30 AM to 8:30 AM & 5:00 PM to 9:00 PM**

Signature of Student: .....

Name of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Parent / Guardian: .....

Mobile No. of Parent / Guardian: .....

(Strike off whichever is not applicable)

**Weekends (Saturday, Sunday) and Declared Holidays- 7:30 AM to 9:00 PM**

- **For Girls Hostel:**

**Weekdays (Monday- Friday) - 5:00 PM to 8:00 PM**

**Weekends (Saturday, Sunday) and Declared Holidays -7:30 AM to 9:00 PM**

- All visitors must first make an entry in the register at the Security house and provide all details and documents as requested by the Security personnel before entering the visitor's area of the hostel complex.
- All visitors must strictly adhere to the timings and leave the hostel complex as per the visiting hours given in item "a" above.
- Hostel Residents are not permitted to allow visitors of the opposite gender into rooms at any time for any reason whatsoever. Any hostel resident found violating this rule will be expelled from the hostel and will also be liable for disciplinary action.
- Day-Scholars/ Non-residents are prohibited from entering the hostel without the prior permission of the Warden/Assistant Warden.
- A visitor i.e. mother/father for a girl/boy respectively or who is a relation of Hostel Resident, may be permitted to stay in the hostel room through prior permission on requisition only, from Chief Warden / Warden. The permission duration would be obtained for maximum of one - two days in a semester depending on the requisite.**
- Non-compliance of (d) and (e) above shall lead to fines / penalty and / or expulsion from Hostel.

**5) MESS RULES:**

- Availing Mess facility is mandatory for all Residents admitted to the hostel.**
- A lump-sum amount equal to the chargeable amount for the entire Academic year, excluding declared vacation shall be paid as deposit during start of semester as Mess advance, which shall be adjusted against the Monthly Mess bill, generated at the end of every month. Students who fail to pay the deposit amount will not be eligible for hostel admission.
- Refund, if any, shall be carried forward as advance to the next Academic session at the end of the semester. In the case of Residents in their Final year of study, refund, if any, will be done by the Accounts Dept.,
- Refund is not applicable in cases where a Resident skips the mess for part-day.

Signature of Student: .....

Name of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Parent / Guardian: .....  
(Strike off whichever is not applicable)

Mobile No. of Parent / Guardian: .....  
(Strike off whichever is not applicable)

- e) In case of outstation tours (Educational / Study tours /Training /Academic related visits) of equal to or more than 5 days approved through respective HOD's and Hostel Wardens/Assistant Warden for a Resident, refund in the mess bill will be considered, provided prior notice is given.
- f) Refund in the Mess bill may be allowed provided advance notice is given by students who have to leave out of station/campus due to personal reasons for more than five days, with their application approved by the respective HOD's and Hostel Wardens.
- g) In case of illness due to which a Hostel Resident does not avail Mess facility, the Hostel Resident should inform the Hostel Warden within one day of occurrence of illness. However, the refund will be given by the Accounts dept. on production of a Medical Certificate issued by the campus Attendant Doctor.
- h) All Hostel Residents will be issued Mess membership card which needs to be shown on demand to the authorized person of the mess.
- i) No Resident is permitted to take the Mess utensils outside the hostel dining hall. If anyone is found taking the utensils outside the mess or in their rooms, he/she is liable to be penalised by the concerned authority.
- j) Guests and/or visitors of Hostel Residents can be provided with food by Mess Contractor against coupons purchased in advance in the Dining hall only, of the respective Mess.
- k) Mess Menu is as decided by SPAV based on the Student Council proposal and is thus done duly considering the culinary priorities of various regions.

**6) TERMINATION OF TENANCY**

- a) Hostelites can terminate the hostel tenancy by giving at least one month's written notice .Failure to give one month's advance notice will result in forfeiture of one month's rent.
- b) The hostel management can end this tenancy at any time if:
  - The hostelite fails to pay any sums due to the hostel within fifteen days of the due date
  - If the hostelite fails to comply with the terms of this tenancy.
- c) Admission in the hostel cannot be claimed as a matter of right.

**7) SECURITY**

- a) Hostelites are required to carry their hostel card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.
- b) Hostelites are advised to lock all doors at all times for security reason.

Signature of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Student: .....

Name of Parent / Guardian: .....  
(Strike off whichever is not applicable)

Mobile No. of Parent / Guardian: .....  
(Strike off whichever is not applicable)

- c) The hostel management is not responsible for any loss of private property. Hostelites are strongly advised to lock all your valuable e.g. mobile phones, laptop, watches, money etc. at all times.
- d) Hostelites are not permitted to change rooms or sleep anywhere other than in their own room.
- e) Any hostelite who find his/her room-mate missing for more than 24 hours, must report to the accommodation officer immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place. Your cooperation is very much appreciated.
- f) Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as T.V, heater, iron, cookers, oven etc in the rooms is also prohibited.
- g) Pets are not allowed in the hostel complex.

**8) LATE NIGHT PERMISSION**

- a) Hostelites should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late (not beyond 09:30 pm), he/she should obtain a late night permission in the form of letter from the chief warden/Warden in advance and the letter duly signed by either Chief warden or Warden must be produced to the security guard on returning to the hostel.

**9) EMERGENCY**

- a) In case of any emergency, please contact the Security guards, Care takers, Assistant wardens staying in the hostel premises or call hostel/university authorities. Important telephone numbers are provided and displayed in hostel premises.

**10) REVISION OF RULES AND REGULATIONS**

- a) The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostellers informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

***Note: Students violating the above said rules shall attract disciplinary action, which may also include heavy fine and expulsion from the Hostel.***

Signature of Student: .....

Signature of Parent / Guardian:.....  
(Strike off whichever is not applicable)

Name of Student: .....

Name of Parent / Guardian: .....  
(Strike off whichever is not applicable)

Mobile No. of Parent / Guardian: .....  
(Strike off whichever is not applicable)