



ADHERENCE TO
HOSTEL AND MESS: RULES AND REGULATIONS

All existing and newly admitted students should read **ALL** the points herein carefully, before applying / check in 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:

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.
- c. **Smoking is banned anywhere in the hostel premises. Possession, distribution or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco is a serious offence and not permitted in the hostel complex at any time. Non-compliance shall lead to strict disciplinary action and legal authorities shall be informed of violations.**
- d. Decent dress code to be maintained in the hostel premises.
- e. Walking in the areas where plantation is done shall be carefully maintained and the flowers should not be plucked off.
- f. Trespassers from Boys hostel to Girls hostel and vice versa is strictly prohibited. Disciplinary action will be taken for the violation of the rule.
- g. Dust should not be thrown in the corridors, Cupboards and other common places.
- h. Being the new hostels 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. If any student is found guilty, penalty will be imposed.
Student of that allotted room is responsible for the maintenance and upkeep of the room and furniture.
- i. Students should enter and leave the hostel buildings only through designated paths.

Signature of Student:

Signature of Parent's / Guardian:

Name of Student:

Name of Parent:

Mobile No. of Parent:

j. Adherence to Hostel timings:

- i. Residents are not permitted to leave the hostel complex before **05.30 AM** in the morning and are not permitted to enter the hostel complex after **08.30 PM** in the night. Delayed / Late entry into hostel shall attract penalty / punishment as described in pt.1 (f) v below.
- ii. In cases where the residents anticipate late entry (e.g. Need to go to the city bus stand or railway station or for any other reason beyond their control), they have to take prior consent and written permission of the respective Warden(s).
- iii. Late entry to the hostel due to academic commitments at SPAV, Nidamanuru campus (scheduled exams, late hour classes, submissions etc..) may be considered if the student gives a written application citing academic reasons as reason of delay, validated by the concerned HoD. Such applications should be submitted within 24 hours of the late entry.

- iv. If the reason for being late is found to be justified by the Warden(s) a student may be excused up to three times for late entry in a semester. Thereafter, from the fourth incidence of late entry a student shall pay a penalty of Rs.1500/- every time. More than one occurrence of penalty qualifies the student to be expelled from the hostel.**

- k. No resident is allowed to change the rooms allotted to them without prior permission. Anyone found changing rooms or residing in other rooms is liable to be expelled from the hostel.
- l. Parties, social gatherings, celebrations, etc., in the hostel complex are not permitted without the prior consent and written permission of the chief warden / Warden.
- m. Staying out of Hostel for some period: 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 formats available in Departments and Hostel, and get approved from respective course coordinator, HoD and Warden(s). Staying out of the hostel without permission may attract very strict disciplinary action.
- n. 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 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.
- o. Vandalism is a very serious offence and any one 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 at the earliest.
 - ii. Students are not allowed to stay in hostel in SPAV timings without prior permission of the 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.

Signature of Student:

Signature of Parent's / Guardian:

Name of Student:

Name of Parent:

Mobile No. of Parent:

- b. Electricity charges of the Hostels is shared by all the residents of the Hostels and it has to be paid within a week time from the time of Notice.
- c. Hostel Residents are responsible for keeping their rooms' clean and tidy at all times. All fans, lights and electrical appliances must be switched off when not in use.
- d. Cooking is not permitted in the hostel rooms. Appliances found in this relation will be confiscated.
- e. Common hostel furniture provided to the Residents by the School must not be moved without the permission of the hostel Caretaker / Warden.
- f. Any damage to the hostel property must be reported immediately to the Caretaker. 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.
- g. 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 visitor's area, bathrooms, staircase, common room, etc., cost of repair / re-paint shall be borne by the occupants of that room or corridor, as per case, decided by the Wardens.
- h. Electricians, contractors or any other 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. However, every effort will be made to respect the privacy and dignity of the Residents.
- i. The hostel management reserves the right to move the Residents to other hostel units or other rooms, if such a need arises, from time to time.
- j. For any day to day damage / technical fault observed by students in common areas, toilets, rooms etc., is to be reported to the Hostel caretaker and entered in the Grievances' Register.
- k. For any major repair work required, Residents are required to approach the Warden(s) through the respective elected Hostels' Students representative.

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 8:00 PM

Signature of Student:

Signature of Parent's / Guardian:

Name of Student:

Name of Parent:

Mobile No. of Parent:

Weekends (Saturday, Sunday) and Declared Holidays- 7:30 AM to 8:00 PM

• **For Girls Hostel:**

Weekdays (Monday- Friday) - 5:00 PM to 7:30 PM

Weekends (Saturday, Sunday) and Declared Holidays -7:30 AM to 8:00 PM

- b. 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.
- c. 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.
- d. Day-Scholars/ Non-residents are prohibited from entering the hostel without the prior permission of the Caretaker.
- e. A visitor, who is a relative of Hostel Resident, may be permitted to stay in the hostel room, only through prior permission for a maximum of one - two days in a semester depending on the need.
- f. Non-compliance of (d) and (e) above shall lead to fines / penalty and / or expulsion from Hostel.

5) MESS RULES:

- a) **Availing Mess facility is mandatory for all Residents admitted to the hostel.**
- b) 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.
- c) 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.,
- d) Refund is not applicable in cases where a Resident skips the mess for part-day.
- 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 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.

Signature of Student:

Signature of Parent's / Guardian:

Name of Student:

Name of Parent:

Mobile No. of Parent:

- 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.

Note: Students violating the above said rules may be attracting disciplinary action, which may include expulsion from the Hostel.

Signature of Student:

Name of Student:

Signature of Parent's / Guardian:

Name of Parent:

Mobile No. of Parent: