



A T M E  
College of Engineering

## HOSTEL OCCUPANCY RULES & REGULATIONS – Version 3

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## 1.0 OBJECTIVE

*The core mission of hostelites hostels is to offer a welcoming "Home away from home" environment, fostering a sense of comfort that empowers hostelites to excel. The hostel atmosphere certainly provides self-confidence, instils discipline in the minds of hostelites, and provides scope for developing ideals of a harmonious living to enable them to share the joys of friendship, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the inmates.*

- 1.1 The guiding principle towards the formulation of the rules and regulations for hostelites is to ensure a safe, secure, comfortable and pleasant stay and to create an environment, which is conducive to learning. To this end, all the activities are geared towards your development and progress. We expect our hostelites to develop a sense of belonging towards ATMECE property.
- 1.2 The hostel rules, regulations, and disciplinary measures are designed to achieve the above objectives and must be taken in that spirit.

## 2.0 DEFINITIONS

- 2.1 These rules will be termed as Hostel Occupancy Rules & Regulations.
- 2.2 Failure to abide by these rules in letter and spirit will be considered an undesirable conduct on the part of the residents and will result in appropriate disciplinary action.
- 2.3 For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its fixtures, furnishings and any other materials/equipment supplied by ATMECE Hostels will be considered **ATMECE Property**.

## 3.0 THE HOSTEL FACILITY

- 3.1 The ATMECE Hostel Facility comprises of 2 blocks. one block is meant for girl hostelites and one block for Boy hostelites. The hostel facility has been designed and constructed keeping in view the conducive ambiance for learning.
- 3.2 The support staff provided at hostels is to facilitate your stay and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.
- 3.3 You will have to act as custodians of the property; therefore, its usage should be done with care. You will be liable to pay for any loss or damage caused to it. In case of loss by a group of hostelites, the residents of the entire floor/building will be fined. This is done with a view to encourage reporting of undisciplined hostelites by the hostelites themselves.
- 3.4 ATMECE treats all its hostelites equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude towards your roommate and not indulge in any activity that is not in accordance with common code of social conduct.
- 3.5 The hostel provides a cot, a study table, a chair and a wardrobe. Every hostel has limited hour hot water facility, drinking water and visitor lounge.

## 4.0 SANCTITY OF THE HOSTELS

- 4.1 Use of bad and abusive language should be avoided within the hostel / College premises.
- 4.2 Hostelites are not permitted to keep-in-their possession and in their rooms items such as crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others.
- 4.3 Hostelites should not indulge in any illegal and/or unethical activity on the hostel premises.

4.4 Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited. Neither the hostelites nor their visitors are allowed to bring or consume liquor, drugs, or any other intoxicants on the hostel premises. Severe action will be taken against those in possession of drugs or found under their influence.

## **5.0 ADMISSION**

5.1 Application for admission to the hostel should be made online.

5.2 A responsible person, parent / guardian who will comply with the formalities and procedures for admission must accompany the candidate.

5.3 Hostel facility will not be provided without completing academic registration/Suspension of the student from the institution will automatically result in dismissal of the student from the hostel also.

5.4 The hostel administration may refuse admission to any member without assigning reasons.

5.5 Every hostelites and their parents/guardian before admission to the hostel must read the hostel policy, terms & conditions carefully and give an undertaking in writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. This shall be confirmed in writing by the parent / guardian also in the attached declaration from.

5.6 Admission will be valid for one academic year only. If due to any reason, student leave the hostel during the academic session, student shall pay the hostel charges for full academic year.

## **FEES STRUCTURE**

5.7 Fee structure for each year will be notified before commencement of that Academic Year.

## **6.0 PAYMENT OF FEES (Online Details)**

6.1 All the applicable hostel fees must be paid at the time of getting hostel admission. Part payment is not encouraged.

6.2 Hostel fees should be paid only Online.

6.3 Scholarship/Free ship/Financial aid holders should also pay the dues until such time that their scholarship amount is received and credited to the hostel account.

## **7.0 REFUND OF HOSTEL FEES**

Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.

7.1 Full fee (except the admission fee) will be refunded if a hostelites wishes to withdraw from the course even before start of the program. Rs 5000/- will be charged as cancellation fees.

7.2 Amenities fee will not be refunded if the hostelites stays in the hostel even for a day.

7.3 If a hostelites wishes to withdraw from the hostel at any time during the academic year, no refund is permitted.

7.4 If a hostelites is expelled from the hostel on disciplinary grounds, no refund is permitted.

## **8.0 ROOM ALLOTMENT**

8.1 Allotment of Room & Nook may not necessarily be of one's choice. However, hostelites can indicate their choice. But room allotment is purely left to the discretion of the management. Subsequently, mutual shifting between the hostelites may be permitted at the sole discretion of the administration. Once allotted, the Room & the Nook will generally not be changed unless it is for maintenance of discipline or other such necessity, on the discretion of the management.

8.2 The management intentionally places hostelites of varying academic, cultural, social, national backgrounds together so that cross-cultural, academic, social and national learning is achieved. Hostelites are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.

8.3 Hostelites must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the management.

8.4 The wardens may shift inmates from one room to another without assigning any reason.

## **9.0 GUEST ACCOMMODATION**

9.1 Subject to the availability of rooms in the Guest facility, parents can be given accommodation for a short stay (one or two days only), he/she must intimate the hostel office at least 7 days before the expected date of occupancy.

9.2 If allowed to avail the hostel facility for stay, the following charges shall apply:

1- Rental charges: Rs 500/- per day.

2- Food cost: Rs 250/- per day.

9.3 Day-scholars and other relatives of the hostelites are not permitted to stay in the hostel as guests.

9.4 As only limited rooms are available, rooms for parents will be allotted on first come first serve basis.

9.4 Hostel rules and regulations will equally apply to guests also.

9.5 Any damages caused to the ATMECE property by guests shall be recovered from the concerned individuals.

## **10.0 OTHER CHARGES**

10.1 Duplicate key charges

a. for cupboard Rs 500/-

b. Duplicate key for a drawer Rs 100/-

c. Duplicate Hostel Identity Card Rs 200/-

10.2 The rental per year includes bills for normal usage of utilities like electricity. Normal usage means any amount of utilities consumed through the fixtures provided by ATMECE.

10.3 Hostelites are not allowed to keep any electrical appliance in their rooms without prior written permission of the hostel management. Any electrical appliance found in the hostel room will be treated as in use of the concerned hostelites. It would attract a heavy fine for violating the rule.

10.4 If you plan to have your own fixtures/appliances these will be charged at the rates as decided by the Hostel administration on case-to-case basis.

## **11.0 PAYMENT OF FINE**

11.1 When a hostelites is fined for any violation of hostel rule, he/she must clear his/her fine within one month from the date of fining. He/she will have to vacate the hostel immediately if this is not adhered to. Re-admission to the hostel will be subject to approval of the competent authority.

## **12.0 MESS**

12.1 Once a hostelites joins the hostel, he / she are deemed to have become a member of the allotted mess until he / she vacates the hostel officially.

12.2 Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only.

12.4 The mess is run by the Hostel administration nominated caterers.

12.5 Strict discipline should be maintained in the dining hall.

12.6 Menu will be displayed on the notice board. Changes can be made based on decision of mess committee formed by the hostelites representatives and wardens.

12.7 Day scholars cannot be entertained as guests in the mess.

12.8. Inmates can entertain their parents as guests on prior information to the hostel authorities.

The guest rate is Rs.50/- for breakfast, Rs.100 for lunch and dinner respectively. For special lunch / dinner the rate is Rs.150/-. The rates are subject to change.

12.9 Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the warden will make suitable arrangements.

12.10 The inmates should not enter the kitchen.

12.11 Wasting food is a crime. If any hostelites is found wasting food, he / she will be fined Rs.500/- for the first time. If the same hostelites is found repeating the same mistake, he / she will be expelled from the hostel.

12.11 Food will be served at the following timings: -

- a. Breakfast 7.00 am to 8.30 am.
- b. Lunch 12.30 noon to 2.00 pm
- c. Tea 4.30 pm to 5.30 pm
- d. Dinner 7.30 pm to 9.00 pm

12.12 Meal Plan for the Academic Year 2023-24 is as follows:

Sl. No.	Meal Plan	Amount in Rs. per day
1	2 Meals a Day: Lunch and Dinner	150/-
2	3 Meals a Day: Breakfast, Lunch and Dinner	175/-
3	4 Meals a Day: Breakfast, Lunch, High Tea, and Dinner	200/-

### 13.0 MAINTENANCE AND UPKEEP OF HOSTELS

13.1 It is expected that residents will treat the hostel property with care and consideration.

13.2 Furniture and fixtures for individual rooms as well as common areas will be provided once at the beginning of the academic year. The subsequent maintenance will be the responsibility of the hostelites. Any damage to the individual room furnishings will be taken care of by the individuals concerned and that to the items of collective use by the hostelites as a group.

13.3 Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited. The cost of repair to pay for the damage caused to the walls / doors due to this sort of activity will be recovered from the occupants of the respective rooms.

13.4 On joining the hostel, hostelites will be provided with one key for the storage. Keys must be returned to the Hostel Supervisor or Hostel Attendant - on vacating the hostel. Duplicate keys (if needed) will only be arranged by the Administration on payment of the prescribed charges.

### 14.0 HOSTEL COMMITTEE

14.1 A hostel Committee will be formed at ATMECE to look into various matters/problems, related to hostels. The composition of the committee will be intimated from time to time.

### 15.0 RAGGING

15.1 Ragging is a cognizable offence.

**15.2 Ragging in any form is strictly prohibited and they are advised not to indulge in any form of the same; severe action will be taken against those who indulge in such activities as per Govt. orders and College rules.**

15.3 Ragging entails heavy fines and/or suspension/ expulsion from the hostel and/or College.

15.4 Any hostelites, with the intention of causing ragging or with the knowledge that he/she is likely by such act to cause ragging, commits or abets ragging, and thereby teases or embarrasses or humiliates or assaults or uses criminal force or criminally intimidates or wrongfully restrains or wrongfully confines or causes grievous hurt or kidnaps or abducts or rapes or commits unnatural offence or causes death or abets suicide shall be punished as per the AICTE Rules & Regulations for Prevention and Prohibition of Ragging.

15.5 If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to act as a deterrent punishment and to ensure collective pressure on the potential ragers.

## 16.0 GENERAL

16.1 Identity card will be issued to all the inmates of the hostel. They should produce their identity cards on demand. In case of loss, duplicate card will be issued on payment of Rs.500/-.

16.2 Members are strictly forbidden from using personal gadgets like Audio-Video system of any kind, Hot plate, Electric iron, Cookers etc. However, to use other electrical appliances such as personal computers, table fan etc permission will be given on specific request and will be charged extra. Members should not tap electricity from other than the points provided for the purpose.

16.3 You are expected to use the electrical appliances and fixtures in an efficient manner. For example, if you are not in your room, lights and fans should be switched off. Similarly, the common room appliances / electrical fixtures should only be in operation when you are there.

16.4 Hostelites using computers are not permitted to use **multimedia speakers**. Violation of this will be viewed seriously. Only ear hags can be used in the rooms to respect the privacy of other roommates.

16.5 Hostelites are advised always to keep their belongings under lock & key and to lock their rooms whenever they go out. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained. Hostelites are expected to behave in a mature and responsible manner and look after their belongings.

16.6 Hostelites are advised not to keep expensive jewellery, heavy cash or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.

16.7 Hostel administration will not entertain any complaint regarding theft of Cell phones, Laptops, etc.

16.8 Hostelites should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.

16.9 No hostelites is permitted to entertain any ex-hostelites of this institution or other institutions. The penalty for disobedience of this rule will be very severe.

16.10 Hostelites shall not give any tips to service personals or cooks of the hostel & shall not demand any special service from any hostel employee. Hostelites are not permitted to engage private guards.

16.11 Hostelites are strictly prohibited from indulging in unauthorized group activities.

16.12 Hostelites should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities. In case, the hostelites need to organize a function at the hostel, they are required to get prior permission from the Hostel Administration after giving a written request in this regard. If the administration allows residents to organize any function, the hostel representative may be asked to provide a written undertaking of good conduct and observing accepted norms of behaviour.

16.13 Hostelites involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.

16.14 Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.

16.15 No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the hostelites from the hostel and college.

16.16 No member shall absent himself from the hostel overnight without prior permission from the Hostel Warden/Supervisor

16.17 The hostelites of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the Hostel Warden/Supervisor the reasons for staying in the hostel during working hours.

16.18 Hostelites securing less than 75% attendance in a semester will not be permitted to stay in the hostel for the subsequent semesters.

16.19 Surprise check of hostel rooms may be carried out from time to time by the Wardens and other hostel staff to ensure there is no unlawful activity like ragging, smoking, gambling, harassing

roommates, Possession of weapons, etc. Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials.

16.20 Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to ATMECE property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostelites.

16.22 If you are facing any difficulty adjusting with your roommate and unable to resolve the issue, the matter must be reported to the administration immediately. Hostelites are expected to act with maturity and not involve your parents or guardians, in trivial cases.

16.23 None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a hostelites has been allotted a single room, the furnishings will not be disturbed. The defaulters can be fined up to Rs10,000/.

16.24 Hostelites should adhere to the timings. For hostelites safety and to maintain the decorum of the College, Bio-metric attendance will be reckoned at 9.00 pm. The timings may be changed on particular days of events and hostelites should be in their hostels thereafter. Hostelites are expected to maintain absolute silence for study hours thereafter. By opting for stay in the Hostels, it is assumed that he hostelites and their parents acknowledge this requirement and there will no representation on this ground. Also strict action will be taken against those not abiding to the same.

16.25 If any hostelites plans to stay away from the hostel after 9.00 pm, they must plan in advance and inform the Warden/Supervision in writing. Verbal messages to the Warden/Supervision will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing or by way of email/video call is mandatory for staying outside the hostel beyond specified timings.

16.26 Smoking inside hostels and common areas is not permitted. Violation will be considered a breach of discipline and will attract a fine of Rs 1,000/- per violation.

16.27 No hostelites is allowed to use any sort of alcohol/narcotics. Any hostelites found involved in use or possession of alcohol/narcotics will be expelled from the hostels in addition to other disciplinary action.

16.28 Outgoing mail will have to be sent by the individual. However, incoming mail will be received by the Hostel Office and will be sent to the respective block if full information is available. Registered letters will be delivered to the recipient directly by the mail carrier only.

16.29 Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine of **Rs.1,000/-**.

16.31 Two wheelers/Cars are not permitted in the hostel premises.

16.32 Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc will invite heavy penalty and repeated offence may amount to expulsion from the hostels.

16.33 Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a hostelites liable for severe disciplinary action and even expulsion from the hostel & College. Roommates will report anyone missing from their rooms after 10 pm and will be equally liable for disciplinary action in case of not reporting this or any other abnormal event in the room.

## **17.0 HOSTEL RULES FOR WOMEN**

### **(Additional to the general rules & regulations for hostel given above)**

17.1 Modesty in dress is expected from hostelites.

17.2 Hostelites should be present in the hostel between 7.00 pm & 6.00 am. If any hostelites wants to go out to the city / town they should submit a letter from their parents to the Hostel Warden/Supervisor indicating the date on which they want to go with time of leaving the hostel and expected time of return. They should also write their names in the register intended for the purpose, giving time of leaving & expected time of return. Violation of this rule will result in expulsion from the hostel.

17.3 Roll call will be taken at 07.30 pm daily.



17.4 No hostelites is permitted to stay outside the hostel for the night without the written permission of the Hostel Warden/Supervisor, based upon consent of the parents.

17.5 Hostelites will be allowed to go home only if there is a written request for the same from self and parent /guardian. Going home frequently is not permitted.

17.6 Strict silence should be observed after 7.30 pm.

17.7 Visitors are permitted to meet their wards at the reception in the hostel during weekends with the permission of the Hostel Warden/Supervisor.

17.8 Guest is not permitted to stay overnight in the hostel.

## **19.0 FURNISHINGS**

19.1 Standard Room Facilities:

- (a) Single Cot
- (b) Storage with self lock
- (c) Individual study table and chair

19.2 Electrical fittings will be provided by the hostel at the beginning of the occupancy, subsequently if there is any failure, it should be brought to the notice of the authorities immediately for replacement.

19.3 Hostelites are not supposed to take away common area fittings/furnishings to their individual rooms. Violators will be fined **Rs 1,000/-** per violation. Lift facility must be used as per permitted capacity. Any damage to lift will attract heavy fine.

19.4 Furnishings and design of hostel buildings may vary as per design and structure of each individual building.

## **20.0 SECURITY**

20.1 Whereas safety and security of furnishings for individual rooms will be the responsibility of the occupants of the particular room, for common areas or any other items(s) provided for entertainment or comfort will be the responsibility of the hostelites as a whole. The Hostel representatives will, in case of damage to the common area furnishings, provide names of the hostelites responsible for causing the damage.

20.2 To ensure security, it is requested that

- a) Guests are restricted to the Visitors lounge area only; and
- b) Each of the hostelites keeps his/her valuables under lock and key.

20.3 Valuables or cash other than the ones needed for immediate requirements will not be kept at the hostels. Small cash or items of necessity must be kept under lock and key.

## **21.0 ENTRY/EXIT TO/FROM HOSTELS**

21.1 For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostelites except for guests during specified hours and administration representatives. The hostelites must always keep their identity cards with them.

21.2 Entry & Exit to Hostel will be through access-controlled doors. In case access-control is not functioning, hostelites must compulsorily record their entry/exit in Bio-metric device placed near the door. Hostelites bypassing the access-controlled doors himself or for others or not recording their entry/exit in Bio-metric device will be fined Rs.500/- for the first time and repeated offenders will be expelled from the hostel.

21.2 Hostelites will not **be allowed to go out or enter the hostel after 8 pm** unless they have prior approval of the Hostel Warden/Supervisor. You must therefore plan in advance. Cases of the hostelites who fail to abide by security personnel instructions in this regard will be referred to the Disciplinary Committee. The Disciplinary Committee has full powers to take any action or punishment in the form of fine, suspension or expulsion from the hostel against the guilty.

## **22.0 VISITORS TO THE HOSTELS**

22.1 Male visitors to female hostels and female visitors to male hostels (other than parents) are **NOT** allowed.

22.2 Parents may visit the hostels from 4.30 p.m. to 6.00 p.m. during working days and 8.30 a.m. to 6.00 p.m. during holidays.

22.3 Use of hostels as a place of rest by the day-scholars is not permitted. Inmates from one hostel to another is not permitted without valid permission.

22.4 Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Advance approval of the Hostel Administration is necessary. Approved overnight stay charges will apply.

22.5 All the visitors are required to sign the Visitor's book before entering the hostel.

22.6 If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration, the host will be charged Rs 2,500/- per night per person as a penalty. In addition, such cases will be referred to the Disciplinary Committee for necessary action.

22.7 Visitors will only be restricted to the lounge(s).

### **23.0 CHECK-IN**

Hostel check in application has to be submitted to the Hostel Warden while checking in to the hostel as per rules; this form is available with the hostel office.

### **24.0 NOISE POLLUTION**

Playing instruments/music at a loud volume, singing aloud, shouting and making noise of any kind causing disturbance to others is discouraged. It is expected that hostel residents will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment by the disciplinary committee.

### **25.0 MISCELLANEOUS**

25.1 Any hostel resident, whose roommate has checked out due to any reason, will accept a roommate or will shift with another hostel hostelites who is staying single, as per the instructions of the hostel management. In such a case, the hostel management will provide support staff for moving the luggage of the hostelites.

25.3 If any hostelites living in the hostel on double/triple occupancy basis has the other space vacant in his/her room, will not proceed on term break/ summer break / vacations etc., without giving the duplicate key of his/her room door to the warden. This is necessitated by the condition if another hostelites has to be allotted the vacant space. In case of default, the omission will attract a fine of Rs.1000 and the warden will remove the lock of the room.

### **26.0 SUMMER BREAK**

All Hostilities have to vacate the hostel during the vacation and deposit their luggage in the cloak rooms for maintenance or any other requirement. In case a hostelites is advised by the college to stay in the hostel during vacation due to academic reasons he/she may be allowed to stay as decided by the hostel administration. The allotment of the same room for the next year is not assured. New allotment based on the situation will be decided by the hostel administration and is binding on the residents.

### **27.0 MEDICAL ASSISTANCE**

Cases of serious illness and diseases should be reported immediately to the concerned Hostel Warden/Supervisor for necessary action. During hospital working hours, hostelites can go to the nearest hospital for treatment. However, during nighttime, hostelites are expected to contact the Hostel Supervisor if any medical help is required.

**This rules and regulation supersedes all previous regulations if any. In case of any dispute the decisions of the Hostel Administration will be final and it reserves the right to modify the rules and regulations as deemed fit.**