



# Walchand Educational Institutions

P.B.No.634, Walchand Hirachand Marg, Ashok Chowk,

Solapur - 413006 (Maharashtra)

Phone : (0217)2652700, 2653040, 2391700

## **HOSTEL RULES AND REGULATIONS FOR THE STUDENTS**

### **1. Admission and Termination**

#### **1.1 Admission**

Hostel Fee: The student shall pay Hostel fee for one year as onetime payment, along with interest free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the concerned institute. The fee shall be paid by Demand Draft /Electronic Transfer.

#### **1.2 Room Allotment/Shifting**

Room allotment is done by the Rector in consultation with the Supervisor of the Institute. Students shall not interchange their room with another student or shift into vacant room/bed without prior written permission from the Rector. The Rector has the right to shift any student from his/her room to another room in the hostel.

#### **1.3 No Creation of Tenancy**

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the Institute, from time to time.

#### **1.4 Re-allotment of Hostel Accommodation**

Provision of hostel accommodation at the time of admission, for non-residential academic programmes does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re- allotment in the specified Performa. Accommodation to candidates who apply for re- allotment will be provided subject to availability. Re- allotment can be denied to students with low academic performance and those indulging in acts of indiscipline.

## **1.5 Local Guardian**

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get a fax/e-mail from guardian / parent for night outs.

## **1.6 Safety & Personal Belongings**

The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, laptop, tablet, ornaments, cash and other valuables unguarded.

## **1.7 Furniture & Fixture**

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay fine as deemed fit by the authority if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay fine as deemed fit by the authority if found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

- a. Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Campus Administrator, students involved in such activities may be expelled from the hostel.
- b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common area/corridor will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

## **1.8 Electricity Restrictions**

Electric appliances other than table lamp, desktop PC, laptop shall not be permitted in the room, defiance of which shall enable the Rector to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Rector. Table lamps can be used for study purpose after lights out time.

## **1.9 Water Timings**

Water timings have been laid down and the same are always displayed on hostel notice board from time to time. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.

## **1.10 Room Checking**

The Rector/ Hostel Rectors/ or any other Officials of the Institute along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.

## **1.11 Vehicles**

The student who have two wheelers shall get due sanction from the Rector by submitting a copy of registration papers and driving license. Four wheelers of the students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the perimeter. Two wheelers shall be parked in defined parking slot on their own responsibility and cost.

## **1.12 Notice Period**

A boarder is expected to stay in the hostel till the completion of the academic year. A student shall have to vacate the hostel within three days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Rector is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Rector with no responsibility of the Management for the loss, if any.

## **1.13 Expulsion from Hostel**

The Institute/Rector reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes, will also be expelled from the hostel and hostel fee will not be refunded.

## **1.14 Storage of Baggage during Vacation**

During the vacation, students may avail common storage facility for limited quantity (2 cartons). An application to be submitted informing the Rector about the student's official vacation period. On completion of the final year of the programme or when a student

desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

## **2 Attendance, Hostel Timings, Leave and Visitors**

### **2.1 Attendance Register**

Surprise attendance will be taken by the Rector during night @ 9.30 pm for boys, where as for girls students every day attendance between 7:30 pm and 9:00 pm. Each boarder has to personally sign the attendance register / biometric attendance record. After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.

### **2.2 Returning to Hostel**

The student shall return to the hostel before 10:00 pm for boys and 7:30 pm for girls after which gates will remain closed. Shift-II girl students will return to hostel within 15 minutes after closure of their academic session accordingly instructions to allow to return to hostel are issued to hostel security. The gates will reopen at 6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her Institute, parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

### **2.3 Outside Competitions**

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Rector and getting permission of the Rector. The student will intimate the Rector and make an entry in the Outstation Register kept with the Rector.

### **2.4 Celebration of Festivals**

Generally celebration in the hostel is not permitted. However student shall take prior permission of the Rector for celebrating festivals, if any. No outside guest or interference of any kind will be allowed. Birthday celebration is strictly prohibited in hostel.

### **2.5 Medical Emergency**

In case of medical emergency, the student will be shifted/referred to the hospital. Please inform the Rector about any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered by

specialized institutions.

## **2.6 Night Out**

Night out shall be permitted by the Rector only under following conditions and circumstances:

- When permitted in writing by the Principal of Institute for academic reasons.
- On holidays with written consent from parents/local guardian.
- Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the Rector directly.
- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.

## **2.7 Identity Card**

The student will always carry their hostel Identity cards provided to them by the Hostel & Institute with them when moving out of the Campus, so that in case of an emergency/accident the Hostel & institute can be contacted and informed. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying Identity card with him/her will be reported to the Rector for action.

## **2.8 Visitors/Parents**

Visitors/parents are allowed to visit a student between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room without rector's written permission. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

## **3 Mess and Dining Facility**

### **3.1 Mess**

Every student residing in the hostel must join the mess attached to the hostel. Individual cooking is not permitted. They are not allowed to bring food from outside or cook anything in their rooms. The student shall pay mess fee for one month as an advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Rector and medical certificate by HOSPITAL should be given to Mess contractor for serving food in the room.

### **3.2 Mess Committee**

A Mess Committee comprising of Principal, Rector, Faculty and students of various Institutes of a campus will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

### **3.3 Wastage of Food**

Only members of the mess are permitted to dine in the mess. Outside food / tiffin are strictly forbidden. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.

### **3.4 Mess Bill**

Every inmate of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority. The approved rules regarding mess absentee will be applicable to all the inmates of the hostel. Mess exemption on medical ground under extraordinary situation will be allowed with payment of service charge as decided by the hostel authority. Whenever a student is applying for rebate on medical grounds, he/she must submit a copy of medical certificate by the Medical Officer.

### **3.5 Guests**

Guests are allowed in mess only with prior permission of the Rector and on payment of charges as applicable.

### **3.6 Mess Timings**

Breakfast	7.30 am to 9.30 am (upto 10.00am on Sundays)
Lunch	11.30 am to 2.00 pm
Dinner	7.30 pm to 9.30 pm

These timings shall be strictly adhered to by all hostellers.

## **4 General**

### **4.1 Dress Code**

The students should be decently dressed when they are out of room. Shorts are forbidden outside the room. For girls, shorts, tight body hugging clothes, short tops, revealing clothes etc. are forbidden outside the room.

## **4.2 Silence**

Strict silence shall be observed in hostel from 11.00 pm to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.30 pm. Music systems are strictly prohibited inside hostel campus.

## **4.3 Cleanliness**

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Rector may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

## **4.4 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy**

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software. The student shall to abide by the Internet Usage Policy of Institute.

## **4.5 Hostel Staff**

The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

## **5 Strictly Prohibited Activities**

### **5.1 Ragging**

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Rector / Security Personnel / Principal directly at any time of the day / night.

## **5.2 Alcohol / Drugs / Smoking**

The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.

## **5.3 Gambling**

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this will invite action as per law of the land, in addition to expulsion from the institute.

## **5.4 Misuse of Internet and Online Social Media**

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

## **5.5 Political or Communal Activity**

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

## **5.6 Information to Media**

The student shall take prior written permission of the Rector before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

## **5.7 Firearms**

Any type of storage or possession of firearm, ammunition, explosive, Fireworks and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute.

## **5.8 Pets**

The student shall not bring and/or keep any pets in the premises including fish, cats,



dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

## **6 Violations of Hostel Rules**

### **6.1 Disciplinary action**

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the Institute Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

### **6.2 Recovery of Damage/Losses to Property**

If any common property is lost/damaged/disfigured, the loss as deemed fit by authority as a fine will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine as deemed fit will be levied by the Campus Administrator.

## **7 Suggestion Box/Register**

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises.

# Walchand Educational Institutions

## HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

### DECLARATION BY THE STUDENT

I have read the Hostel Rules & Regulations for the students on college website and I agree to abide by them, failing which I shall be liable to disciplinary action.

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

Name of the Student: \_\_\_\_\_

Batch: 20 - 20      Programme: \_\_\_\_\_ Room No: \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Signature of the Hostel Rector

Signature of the  
Local Guardian/Parent

# Walchand Educational Institutions

## HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

### UNDERTAKING BY THE CANDIDATE / STUDENT

1. I \_\_\_\_\_, S/o. D/o. Mr./Mrs./Ms. \_\_\_\_\_  
\_\_\_\_\_

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

3. I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging.
- I will not participate in or abet or propagate ragging in any form.
- I will not hurt anyone physically or psychologically or cause any other harm.

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law of the land.

Signed this on \_\_\_\_\_

Signature of the Student \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

# Walchand Educational Institutions

## HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

### Undertaking by Parent

1. I \_\_\_\_\_, F/o.M/o. \_\_\_\_\_  
\_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son / daughter / ward will not indulge in any act of ragging.
3. I hereby agree that if he /she are found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law of the land in force.

Signed this on \_\_\_\_\_

Signature of the Parent/Guardian \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_